



**Request for term time absence**

*To be completed at least three weeks before the proposed absence*

**Education is a once in a lifetime opportunity.** The DFES has recommended that holidays should not be taken in term time.

**Parent or Guardian to Complete:**

<b>Name of Pupil:</b>	<b>Class:</b>
Infant & Nursery / Junior School (please circle)	
Date of birth of Pupil:	
Reason why it is not possible to take absence other than in term time:	
Are there siblings at another West Berkshire School?    Yes / No If so, which school?	
Proposed start date of absence _____	Proposed last day of absence _____
Signed _____ Parent/Carer      Date _____	

**School to Complete:**

<b>Number of school days absence requested:</b>	
Percentage attendance:	
Has absence during term time been requested previously and if so, when and how many days:	
"Authorised On this occasion I can authorise this absence.	"Unauthorised I am sorry but I am unable to authorise this absence during term time as per Department for Education guidelines. "Every School Day Counts"
Signed _____ Headteacher      Date _____	

**If Approval is not given and the absence is still taken it will be recorded as unauthorised.**

**Please return to the school once completed**

Absence Request