Term Time Absence Application Form

Research indicates that attendance below 95% affects the education of your child. Thus, two weeks (i.e. 10 days) holiday in term time means that your child's attendance can be no greater than 95%.

Name and Surname of Child: Year/Class:

How many applications have been made this year?

Reason for current application:

Date from: Date to: Total number of days requested:

Parent/Carer Name & Surname:

Parent/Carer Signature:

Date:

FOR COMPLETION BY HEADTEACHER ONLY

PERMISSION GRANTED / NOT GRANTED **Current attendance: _____**

Reason for not granting permission	**Tick as appropriate**
Your child's attendance is above our school attendance target of 95%	
Your child will miss the National tests in Literacy and Numeracy	
There are no exceptional circumstances that require your child to be absent during term time	
You have taken more than 10 days absence in the current academic year. We CANNOT authorise any further time off.	
Other reason:	

Headteacher signature: _____ **Date:** _____

FOR COMPLETION BY SCHOOL OFFICE ONLY

Action steps to complete once signed off by headteacher:	Date	By whom
Add absence to SIMS as:		
Scan this form and save onto Cantref Primary 'Term Time Absences' file		
Send email to parents to inform them of outcome of Term Time Absence Request		