

**Llangewydd Junior School**  
**Absence during term time request form**

**ONLY IN UNIQUE CIRCUMSTANCES WILL THE SCHOOL CONSIDER  
AUTHORSING ABSENCE DURING TERM TIME**

**Section A**

To be completed by the Parent/Guardian at least **2 weeks** in advance.

Name of Child:	Class	DOB	Address	Tel no.
1.				
2.				
3.				
4.				

Holiday Destination	Holiday Dates (from and to)	Number of days off school	Unique circumstance (please specify)

**Declaration:**

I understand that this holiday request may be authorised or not authorised and the head teacher will use his/her discretion in making the decision based on my child's circumstances. If the Headteacher does not authorise this holiday, this may lead to a request for a Fixed Penalty Notice to the Local Authority Lead EWO, which will be determined in line with the schools attendance policy.

Parent/Guardian Name .....

**Decision (for school use only)**

- This request for absence has been authorised.
- This request for absence has unfortunately **NOT** been authorised. This absence will be recorded as an unauthorised absence.
- No details of unique circumstances have been provided on the form.
- The circumstances are not considered individually unique.

Signed by Headteacher:

Date:

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**FOR SCHOOL USE ONLY**

**Section B**

To be completed by the head teacher within at least 1 week from the request.

Attendance % at present:.....

Reasons for un-authorising

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Reasons for authorising

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.....  
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I, as head teacher has authorised/unauthorised (\* delete) the following holiday request for the reasons specified above.

Please see attached attendance registration certificate.

Signed .....  
Headteacher

A copy will be retained on file for our records.