***Pupil absence from school during term time request for authorisation***

 ***PART 1: TO BE COMPLETED BY THE PARENT***

***Pupil Name****…………………………………………………………………………………………………………………………*

***Year Group/Class****…………………………………………………………………………………………………………………*

***Home Address****………………………………………………………………………………………………………………………*

***First day of absence****………………………………………* ***Date of return to schoo****l……………………………….*

***Total number of days missed****…………………*

***Please enter the reason for absence from school in the box below***

|  |
| --- |
| ***Reason for Absence:******Parent Signature: Date:*** |

|  |
| --- |
| ***Address Abroad:******Details of Ticket (If travelling abroad):******Date of Departure:******Return date:*** |

***I understand that ABSENCE DURING TERMTIME IS NOT PERMITTED.***

*I understand that if my child does not return to school on the date stated above I may risk losing my child’s place at the school. I understand that the School Attendance Officer will be notified of Holidays taken and a fine will be issued.*

***PART 2: TO BE COMPLETED BY THE HEADTEACHER***

|  |
| --- |
| ***Authorised*** *Your request has been authorised for the following dates**----/----/---- TO ----/----/----****Unauthorised*** *Your request for leave of absence during term time has not been authorised. If you have any queries please speak to the school office.**SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

***If you have any queries please contact the School Attendance Officer.***

***School Attendance Officer***

***Ms Abeo Ward***

***Benthal Primary school***

***Benthal Road***

***London***

***N16 7AU***