***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***

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

|  |
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| ***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***

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| ***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***