



# The Glebe Primary School

## Request for Authorisation of Absence During Term Time

This form is to be completed by the parent/guardian of the child and forwarded to the Head Teacher at least 2 weeks prior to the proposed date of absence. Please try not to ask for absence when your child is preparing for, or taking, important tests. Your child's class teacher or the Head Teacher can give you advice on this.

### Personal Details:

Child's Name:.....Class:.....Year Group.....

Address:.....

.....

### Proposed dates of absence:

Last day in school:.....Returning to school:.....

A total of ..... days (1 day = 2 Sessions)

Please note due to changes in recent legislation from The Department Of Education, holidays will not be authorised unless proof is provided, or there are exceptional circumstances.

### Reason for request:

.....

.....

Signature of Parent/Guardian:.....

I am able/unable to authorise the absence of .....  
for the period of .....a total of .....days.

### Reason for decision:

- No authorisation given to Y2 pupils preparing for SATS ☐
- No authorisation given to Y6 pupils preparing for SATS ☐
- Testing Period - No authorisation given ☐
- No Concerns - attendance satisfactory ☐
- No holidays authorised during the first week of Autumn Term ☐
- Other ..... ☐

Signature:.....