

Request Form for Term Time Absence



Child's name:

Tutor group:

First day of absence from school:

Last day of absence from school:

Total number of days absent:

It is the school's policy not to authorise term time absence, other than in exceptional circumstance. Please explain the reasons for this absence.

Parent / Carer signature:

Date:

We appreciate that some planned absences, such as medical appointments, cannot be avoided. There may also be other exceptional circumstances which require a planned term time absence. Whilst we try to operate a family friendly policy, it is important that parents ensure their children maintain a high attendance.

Parents should also give as much notice as possible for their child's planned absence. Failure to do so may result in the absence not being authorised.

Please e-mail this form to attendance@richardlander.cornwall.sch.uk If this is not possible, please ask your child to hand this form.

Please note, it could take up to 14 working days for a member of the school staff team to respond.

Approval: (office use only)

As part of the approval process, the fields in red (below) will be completed by school staff, and authorisation highlighted accordingly.

The average absence for students at Richard Lander School is 1.5 days per term or 4-5 days over the academic year. absence to this point in the year currently stands at (Number of days)

The request for holiday absence is **Approved**
Not Approved

At times, the school will make a follow up call to discuss this with parents / carers. In this instance, a call **will / will not be made.**

Signature of Senior Member of Staff

Date