

REQUEST FOR AUTHORISATION FOR ABSENCE DURING TERM TIME

This form should be used for all absence during term time other than sickness and medical appointments.

Windermere School follows Department for Education (DfE) guidance on school attendance. You must apply for permission in advance and the request for leave must come from a parent or guardian. All applications will be reviewed in line with DfE guidance and coded as either authorised or unauthorised.

There are a limited number of reasons why absence can be authorised, these include religious observance, taking part in a sporting event, an interview at another educational establishment or other exceptional circumstances. Other reasons, including holidays in term time will be considered unauthorised. Overall attendance figures are reviewed at regular points during the academic year.

**Please return this form to Mrs Moses, lmoses@windermereschool.co.uk**

## APPLICATION FOR LEAVE

|  |  |
| --- | --- |
| Name of Child/Children |  |
| Year Group/s |  |
| Dates of leave, with times if part day. |  |
| Reason for request  Continue overleaf if required. |  |
| Signature of Parent/Guardian |  |
| Date |  |

## AUTHORISATION – MRS MOSES

|  |  |
| --- | --- |
| This leave is authorised |  |
| This leave is not authorised |  |
| Register Code |  |

## ADMIN USE

|  |  |
| --- | --- |
| Letter sent to parents |  |
| Decision sent to absence@ |  |
| Original form filed |  |