

**HIGH STORRS SCHOOL**  
**Request for Term Time Absence**



<p><b>Name:</b> <input style="width: 80%; height: 40px;" type="text"/></p> <p><b>Form:</b> <input style="width: 80%; height: 25px;" type="text"/></p> <p><b>Year:</b> <input style="width: 80%; height: 25px;" type="text"/></p> <p><b>Siblings in this or other schools (name, dob):</b></p>	<p><b>Name and address of Parents or Carers:</b></p>  <p><b>Telephone number:</b></p> <p><b>Mobile number:</b></p> <p><b>Email:</b></p>	
<p><b>Requested dates of absence from and to (inclusive):</b></p>		
<p><b>Why are you requesting leave of absence during term time?</b></p> <p><b>What steps have you taken to minimise the impact of the leave on your child's learning?</b></p> <p><b>Where will you be staying during the leave period? Please provide the full address.</b></p> <p><b>Emergency Contact Details (UK and Abroad) - name, telephone number &amp; relationship.</b></p> <p><b>UK:</b></p> <p><b>Abroad:</b></p>		
<ul style="list-style-type: none"><li>• I confirm that the information on this form is true</li><li>• I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date</li><li>• I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school</li><li>• I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.</li></ul>		
<p><b><i>Signed by parent/carer</i></b></p>	<p><b><i>Print name &amp; relationship to child</i></b></p>	<p><b><i>Date</i></b></p>

**HIGH STORRS SCHOOL**  
**Request for Term Time Absence**



<b>For school use only</b> <b>FAO The Attendance Clerk</b>	Date request received:
<p>Has the request been discussed with the parent/carer? <span style="float: right;">Date:</span></p> <p>No of school days requested:</p> <p>Current Attendance figure <span style="margin-left: 100px;">%</span></p> <p>If during Autumn or Spring Term, please record previous year's figure here <span style="float: right;">%</span></p> <p>Is leave of absence authorised? <span style="margin-left: 150px;">YES / NO</span></p> <p>Number of days authorised: <span style="margin-left: 150px;">Number of days unauthorised:</span></p> <p>NO <input type="checkbox"/> Does not meet School Policy</p> <p>YES <input type="checkbox"/> Exceptional circumstances</p> <p>Reason for leave of absence not being authorised, please indicate:</p> <p>Date of decision letter sent to parent/carer:</p>	
<b>If unauthorised leave is taken and this case complies with Penalty Notice criteria (Attendance level below 90% with at least 20% of the absence being unauthorised) DKS to forward to MAST along with student attendance register.</b>	
Signature DKS:	Date: