



Hartwell Primary
School

**Absence Request Form during Term Time
Academic Year 2018 – 2019**

| | | | |
|----------------------------------|---|-----------------------------------|----------------------|
| Name of Child | | | |
| Class | | | |
| First date of absence | | Last date of absence | |
| Purpose of absence | | | |
| Signed parent/carers | | Date | |
| For office use | | | |
| Amount of time requested | | | |
| Authorised leave to date | | Unauthorised leave to date | |
| School Signature | | Date | |
| Comments (for office use) | In keeping with the Government directive on absence, sessions not approved will appear as Unauthorised Absence on your child's annual report at the end of the year. Term time holiday cannot be approved unless deemed as exceptional circumstances, see our Attendance Policy. | | Approved? Y/N |