



Hartwell Primary
School

**Absence Request Form during Term Time
Academic Year 2021 – 2022**

Name of Child			
Class			
First date of absence		Last date of absence	
Purpose of absence			
Signed parent/carer		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