



JOHN RANKIN SCHOOLS

Request for term time absence

To be completed at least three weeks before the proposed absence.

Education is a once in a lifetime opportunity. The DfE has recommended that holidays should not be taken in term time.

Parent or Guardian to Complete:

Name of Pupil:	Class:
Infant and Nursery School	Junior School
Date of birth of Pupil:	
Reason why it is not possible to take absence other than in term time:	
Are there siblings at another West Berkshire School? If so, which school?	
Proposed start date of absence _____	Proposed last day of absence _____
Signed _____ Parent/Carer Date _____	

School to Complete:

Number of school days absence requested:	
Percentage attendance:	
Has absence during term time been requested previously and if so, when and how many days:	
<input type="checkbox"/> Authorised On this occasion I can authorise this absence.	<input type="checkbox"/> Unauthorised I am sorry but I am unable to authorise this absence during term time as per Department for Education guidelines. "Every School Day Counts"
Signed _____ Headteacher Date _____	

If approval is not given and the absence is still taken, it will be recorded as unauthorised.

Please return to the school once completed.

Absence Request