



REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

PLEASE REMEMBER

Absence will only be authorised in **exceptional** circumstances as absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement which, together, we must seek to avoid.

PLEASE READ THE NOTES ON THE BACK OF THE FORM PRIOR TO COMPLETION

I would like to take my son/daughter

in Tutor Group

In Year Group

out of school on date(s) from:

to

This absence must be in term time because

Signed:

[Parent/Carer]

Date:

Print Name:

Relationship to Student:

Completed form to be returned to The Attendance Officer, The John of Gaunt School, Wingfield Road, Trowbridge BA14 9EH **no less than two weeks before planned absence**

ABSENCE REQUEST RESPONSE SLIP

Office use only: Authorised/Not authorised

Attendance accurate as of date: _____ %

Dear Parent/Carer

Re: _____

[Student's Name]

Tutor Group:

Further to your recent request for leave of absence between

and

Leave of absence authorised. Please ensure that your child returns to school promptly following the absence as failure to do so may result in their removal from school roll.

Leave of absence not authorised. Any absence from school between the above dates will be marked as unauthorised and as such may be referred to the Attendance Improvement Officer.

Signed:

[Headteacher]




Date:





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A Community Academy



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