**TERM TIME ABSENCE REQUEST FORM**

**Please complete all sections and where applicable please provide evidence of the absence**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learner Name** |  | **Date of Birth** |  | **Form Group** |  |

|  |  |
| --- | --- |
| **Home Address and** **Post code** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First Date of Absence** |  | **Date of Return** |  | **Total Number of days absent** |  |

|  |
| --- |
| **REASONS FOR REQUEST** |

|  |  |
| --- | --- |
| **Name of Parent/Guardian whom learner resides**  |  |
| **Mobile Telephone Number** |  |
| **Email** |  |
| **Signature of Parent** |  |
| **Date** |  |

**FOR ATTENDANCE OFFICER USE - % Attendance:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Received** |  | **FPN Referral Date** |  |
| **Authorised** | **YES/NO** | **Added to SIMS** |  |
| **Decision sent to both parents** |  | **Added to Excel** |  |
| **Head Teacher Signature** |  | **1 – Reg Cert** **2 - Request** **3 - Response** |  |