



## REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

**Please remember: 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. Any request for absence will only be authorised in exceptional circumstances.**

I would like to take my son/daughter \_\_\_\_\_ of Tutor Group \_\_\_\_\_

Out of school from: \_\_\_\_\_ To: \_\_\_\_\_

This must be in term time for the reason outlined below:

Signed:

(parent/guardian)

Date:

✂-----

Dear Parent/Guardian

Re: \_\_\_\_\_ (student's name)

Further to your request for leave of absence between \_\_\_\_\_ and \_\_\_\_\_

**AUTHORISED** – Please ensure that your child returns to school promptly following their absence.

**UNAUTHORISED** – Any absence from school between the above dates will be unauthorised

Attendance %