



HIGH HESKET C of E SCHOOL (VC)
Term Time Absence Request Form

Due to current Government legislation, schools are unable to authorise term time absences apart from in 'exceptional circumstances'. If you feel your request qualifies, please complete the form below outlining as many details as possible. Each case will be looked at on a case by case basis and the individual circumstances considered carefully. When making a decision, the following will also be taken into account:

- Attendance record
- The time and duration of the leave
 - Age and year group
- Previous term time absence requests
 - Learning that will be missed
- Reasons as to why it is unavoidable to take the leave in term time
 - Any exceptional circumstances

Name of child/ren:
Year group/s:
Dates of absence:
Reasons for requesting term time absence:
Request completed by: