



Burchetts Green CE Infant School
Burchetts Green Maidenhead Berkshire SL6 6QZ
Telephone 01628 822926

REQUEST FOR TERM TIME ABSENCE

**The school does not authorise term time absences unless there are exceptional circumstances.
(Requests for term time absence should be made 10 days before the start date)**

Surname:	Forename:	Class:
Reason For Absence:		
Start date:	End date:	No. of School Days:
Please note: 1. Absence requests will be considered by the Governors in accordance with relevant statutory regulation. 2. Term time absences are not an automatic right and will be granted in exceptional circumstances only in accordance with the School's Absence Policy. 3. Absences not agreed will be deemed as UNAUTHORISED and so noted in the student's school record. 4. UNAUTHORISED absences may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action. 5. If a pupil fails to return by the agreed date, the Education Welfare Officer may be informed. In extreme cases a pupil may be removed from the school roll in accordance with the DfE Guidance on Pupil Registration (England) Regulations 2006. Parents/carers will need to re-apply for a place via the Local Authority Admissions Team.		
I have read and understand the information above.		
Signed: Please Print Name:	Parent/Carer (Please delete as necessary) Date:	
For Office Use:	Attendance %	
Previous Term Time Absence this Academic Year: Y/N	If Yes, number of days:	

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Surname:	Forename:	Class:
Having considered your application very carefully, the request for term time absence:		
☐ Has been agreed and authorised ☐ Has not been agreed and will be noted as UNAUTHORISED.		
Signed: Chair of Governors – Rev. Tom Etherton or Vice Chair of Governors – Mr Louis Kunzig		
Date:		