



Trellech Primary School

Application for Planned Absence by Pupils During the Term Time

Name of Child/Children:

Proposed date(s) of Absence: from.....to

Reason for absence

Signature of Parent/Guardian

For completion by school:

No. of days absent this Academic Year:	Authorised absence..... Unauthorised absence
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- This form should be completed by the parent (or guardian) and forwarded to the Headteacher as soon as details of the planned absence are known.
- Pupils are not normally granted more than two weeks (10 days) authorised leave of absence in any school year.
- Beyond ten days absence for holidays may be treated as an unauthorised absence.
- Information regarding authorised and unauthorised absences is required by the LEA and the Education Welfare Service and the National Assembly.

I am able to authorise..... days absence.

..... days are unauthorised absence.

Signed..... (Headteacher)