



Rosebrook Primary School, Rudyard Avenue, Roseworth
 Stockton-on-Tees, TS19 9LF
 Tel: 01642 677985
 Email: rosebrook@rosebrookprimary.org.uk
 Website: www.rosebrookprimary.org.uk



Headteacher: Mrs L Todd * Deputy Headteacher: Mrs F Nicholson * SENDCo & DSL: Mrs H Smith

REQUEST FOR AUTHORISATION OF ABSENCE DURING TERM TIME

(This form should be returned to the school office at least 2 weeks prior to the proposed date of absence.)

From 1st September 2013 under new regulations schools are **no longer allowed to authorise leave of absence for family holidays**. Headteachers may not grant any leave of absence for students during term time unless the application is made in advance and there are **exceptional circumstances**.

Dates Requested	Last day in school:	Returning to school:
Total number of days requested		

Name of Pupil	Class	Date of birth

Details of adults making request

FULL Name	Address	Parental responsibility?
		YES/NO
		YES/NO

Reason for this request (give details if you consider this term time leave qualifies as exceptional circumstances)

Signed _____ Date _____

COMPLETED BY ROSEBROOK PRIMARY SCHOOL

Name of Pupil:	Class:
The absence is Authorised/Unauthorised*	
Reason for this decision:-	
UNAUTHORISED ABSENCE WILL BE COLLATED AND MAY RESULT IN A FIXED PENALTY NOTICE BEING ISSUED.	

Signed..... Date

"We can be whatever we dream!"

