



Rosebrook Primary School, Rudyard Avenue, Roseworth  
Stockton-on-Tees, TS19 9LF

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**Acting Headteacher: Mrs D Lyons\* Acting Deputy Headteacher & SENDCo: 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.)**

|                                |                     |                      |
|--------------------------------|---------------------|----------------------|
| 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:-                                                                          |        |  |
| <b>UNAUTHORISED ABSENCE WILL BE COLLATED AND MAY RESULT IN A FIXED PENALTY NOTICE BEING ISSUED.</b> |        |  |

Signed..... Date .....

*"We can be whatever we dream!"*



2023-2026