

NEWLANDS GIRLS' SCHOOL

Farm Road, Maidenhead, Berkshire SL6 5JB – Telephone 01628 625068

Email: attendance@newlandsgirls.co.uk



REQUEST FOR TERM TIME ABSENCE

The school does not authorise term time absences unless there are exceptional circumstances.

Our Attendance Policy can be found on the school website.

Requests for term time absence should be made at least 14 days before the start date.

SURNAME:	FORENAME:	REGISTRATION GROUP:
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REASON FOR ABSENCE:

START DATE (first day of school missed):	END DATE (return to school date):	TOTAL NUMBER OF SCHOOL DAYS:
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Please note:

1. Absences not agreed in advance will be deemed as UNAUTHORISED and so noted in the student's school record.
2. UNAUTHORISED absences may be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.
3. If a student fails to return by the agreed date the Education Welfare Officer may be informed. In extreme cases a student may be removed from the school role and parents/carers will need to reapply for a place via the Local Authority Admissions Team.

I have read and understand the information above.	No. 1 Priority Parent/Carer contact email address:
SIGNED Parent / Carer (please delete as necessary)	

PLEASE PRINT NAME:	DATE:
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For Office Use: Percentage attendance so far this academic year	%
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Having considered your application very carefully, the request for term time absence from _____ to _____ (days)

Has been agreed and authorised.

Has not been agreed. The absence would be noted as UNAUTHORISED

Signed : Miss J Capon, Headteacher

Date: