*“Today is the best preparation for tomorrow.”*

Old Main Road
Sibsey, Boston
Lincolnshire,
PE22 0RR
01205 750335
e-mail: enquiries@sibsey.lincs.sch.uk
Web: [www.sibseyprimaryschool.squarespace.com](http://www.sibseyprimaryschool.squarespace.com/)

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Working in partnership with 

**Application for Term Time Absence from School**

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child’s educational progress. The Local Authority expects all parents/guardians to ensure their child attends school whenever possible. Any absences, including holidays, taken during school time, could hinder academic attainment. If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the start of term time absence being requested.

|  |  |
| --- | --- |
| **PARENT SECTION** |  |
| Full name of child/children |  |
| DOB |  |
| Class |  |
| Name of parent/guardian |  |
| Reason for absence |  |
| Length of absence (school days) |  |
| Dates of absence |  |
| Parent/guardian signature |  |
| **SCHOOL SECTION** |  |
| Leave approved | **Yes/No** |
| Approved by: |  |
| Total leave of absence days requested this academic year |  |

As you are aware, schools report their attendance to the Governors and Local Authority and can only approve term time absence in exceptional circumstances. Therefore, we are unfortunately unable to authorise all requests so unless you receive an accompanying letter stating otherwise, your child’s absence will be recorded in our registers as unauthorised, and you may receive a Fixed Penalty Notice. I am sure you understand the difficult position schools are in on this matter and if you would like to discuss it further, please do not hesitate to contact us at school.

Thank you.