



**TUSHINGHAM with GRINDLEY C E PRIMARY SCHOOL**  
 TUSHINGHAM  
 CHESHIRE  
 SY13 4QS  
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Executive Headteacher: Mrs K. Shephard  
 Head of School: Mrs W Forshaw

*1 John 4:7 Let us love one another, for love is from God.  
 Learning together and worshipping together*

## REQUEST FOR ABSENCE IN TERM TIME

Our school believes that non-attendance at school, even for short periods of time, can have a detrimental effect on a pupil's achievement. The view is in line with new Government regulations which came into force on 1 September 2013. Headteachers may **not** grant any leave of absence during term time unless there are **exceptional** circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Name of child/children .....Class.....  
 .....Class.....  
 .....Class.....

First date of absence.....

Date return to school..... Number of school days absent.....

The exceptional circumstances (reason must be given) are:

.....  
 .....  
 .....

Signature of Parent.....Date.....

### For Headteacher use only

Request has been  Authorised  Not authorised

School to issue a fixed penalty notice on this occasion Yes/No

Signed by Mrs Shepard.....Date.....

