



St James' CE Primary School Frederick Crescent Enfield Middlesex EN3 7HH
Tel: 020 8804 1987 Email: office@st-james.enfield.sch.uk www.stjamesenfield.org.uk

Request for absence during term time

Please complete and return to school office. Thank you.

Child/children name(s) Year

Reason for requesting absence during school time

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

Absence Dates From

To

Date Returning to School

Number of days absent from school

Signature Parent/Carer Date

All absences during school time will be unauthorised in the register unless there are medical (proof may be required) or exceptional circumstances. Taking holidays during term time can affect your child's social, emotional and attainment levels and therefore are advised not to authorise. We do need to know where your child is during school time so please complete the form and return to school as soon as possible. This will only be passed onto the Educational Welfare Officer if your child's attendance levels are below 80%.

For school use only

- In Register
In Book
Letter Sent