



The Orchards

BRIGHT FUTURES EDUCATIONAL TRUST

The Orchards School

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REQUEST FOR ABSENCE DURING TERM TIME

Thank you for your request asking for authorisation of absence during term time. Ideally any absence from school should be taken during designated holidays periods, however we do understand that it may be necessary to take your child out of school in exceptional circumstances.

We ask that parents / carers complete this form and return it to the school office, no less that 20 school days (4 weeks) BEFORE commencement of the leave of absence.

Please complete the form below in its entirety and your request will be considered.

Name of Child:

Class:

First date of proposed absence:

Last date of proposed absence:

Expected date of return to school:

Reason for proposed absence:

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Total days requested on this occasion:

I intend to notify my Trafford Transport on 0161 912 5050: Yes / No (please circle as appropriate)

Name of Parent / Carer:

Date:

Contact Number:

For Office use only:

Date request received	Current / previous years attendance %	Length of absence requested – does this exceed 10 days?	Has a request already been received this academic year Y/N – how many?	Is the request before / after a school holiday Y/N if Y how long will absence be?	Current unauthorised attendance %	Number of days granted	Decision letter, dated, sent and logged Y / N

Head of School: Ms H O'Brien