



Mayfield

2019-2020 - REQUEST FOR TERM TIME ABSENCE FROM SCHOOL

All requests for absence during term time must be completed on the form below. This should be returned to the relevant Head of School:-

- Lower School – Mrs Claire Baker – cbaker@mayfieldgirls.org
- Middle School – Mrs Jodi Stone – jstone@mayfieldgirls.org
- Sixth Form – Mr John Doy – jdoy@mayfieldgirls.org

giving **one term’s notice** before the start of the absence.

In considering the decision whether to permit the absence requested the following will be taken into account:-

- Reasons given for the absence;
- The time of the year/term;
- Whether your daughter will miss any preparation for tests/examinations;
- Whether your daughter will miss any tests/examinations;
- Your daughter’s previous attendance record.

Girl’s Name:	
Tutor Group:	
Date of absence from School:	
Total number of School days missed:	
<u>Reasons for absence requested:-</u>	

Signed: **Date:**

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2019-2020 - REQUEST FOR TERM TIME ABSENCE FROM SCHOOL

Girl’s Name: **Tutor Group:**

Your request for the following dates: **to** **is**

authorised

NOT authorised

Your request for a leave of absence during term time has not been authorised because:-

.....

Signed: **Date:**

For office use – please tick as appropriate once actioned: - copies to be sent to relevant Housemistress/Head of School/Registration Officer/Travel Co-ordinator