



**2023-2024 - 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](mailto:cbaker@mayfieldgirls.org)
- Middle School – Mrs Jodi Stone – [jstone@mayfieldgirls.org](mailto:jstone@mayfieldgirls.org)
- Sixth Form – Mr John Doy – [jdoy@mayfieldgirls.org](mailto: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.

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

**Signed:** ..... **Date:** .....

✂.....

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**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**