



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

All parents/carers will understand that regular attendance at school is necessary for children to make good progress with their education. Therefore, we trust that family holidays will be arranged in the school holiday periods and only in exceptional circumstances will authorisation be granted outside these times. We should also point out to parents that the Educational Welfare Officer visits the school and checks unauthorised absence and an application can be made for a Penalty Notice to be issued in accordance with the code of conduct. Requests should be made by the parent or carer and forwarded to the Head Teacher before the period of absence.

I wish my child class to be excused from to Number of school days

Please give the full reason for asking for leave of absence in term time ("holiday" is not acceptable).

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

It is important that you have read and understood the following statement before signing and returning the application:

"The policy of the Governing Body is that whilst we appreciate arranging family holidays can be difficult we are unable to endorse taking your child out of school for holidays. It inevitably means that your child will miss some work, which unfortunately will not be provided. If you wish to take your child out of school for a family holiday you should request permission from the Headteacher. Authorisation will only be granted in exceptional cases."

Signature of parent/carers Date.....
(a copy of this form will be returned to you once a decision has been made)

On behalf of the school I authorise /am not willing to authorise your request for leave of absence from school during term time.

Ms V Green & Mrs C Evans - Co-Headteacher

Unapproved days taken will be recorded as "unauthorised"