



REQUEST FOR LEAVE OF ABENCE DURING TERM TIME

Child's name: _____ D.O.B _____ Class: _____

I would like to request that leave of absence be granted for my child/ren.

Reason: _____

Date from: _____ Date to: _____ (inclusive)

ALL DAY AM ONLY PM ONLY Collection time: _____

PLEASE BE AWARE THAT:

1. Application for leave of absence **must** be requested before leave arrangements are made to allow the Headteacher sufficient time to consider the application fully.
 2. Leave of absence can only be granted by the Headteacher in exceptional circumstances.
 3. If a parent chooses to take his/her child/ren out of school during term time without authorisation, the Education Welfare Officer may be informed and a fine subsequently imposed.
 4. Children who are absent from school without authorisation for an extended period of time may be removed from the school roll and parents will have to re-apply for admission.
 5. The consequences of leave of absence during term time can be educationally damaging. It is especially recommended that education is not disrupted during the standard attainment test (SATs) year (Yr 2 & Yr 6) as this may have an adverse effect on the pupil's test results.
- All absences come at a price – children missing school may not be able to keep up with the school work. In a busy school day it is difficult for your child's teacher to find the extra time to help them catch up.
 - Missing two weeks of term time in each year of a child's school life is the same as missing a whole school year.
 - It is not only academic work that is affected by missing school. Missing out on the social side, especially at primary age, can affect a child's ability to make and keep their friendships.

I have read and understood the above conditions and implications.

Signature: _____

Parent/Guardian Name: _____ Date: _____
(please print)

For Office Use

Number of Days Requested: _____ Current Percentage Rate of Attendance: _____

Approved by Headteacher: _____ Date: _____

Not Approved by Headteacher: _____ Date: _____

Proof of appointment seen Yes/No