

REQUEST FOR LEAVE OF ABSENCE

- **2 week's leave of absence in term time reduces your child's attendance to 95% over a year**
- **This reduces your child's attendance to below National average**
- **It equates to your child missing a half day per fortnight of their education**
- **Pupils are only in school for 190 days each year**
- **There are 175 other days for holidays and other activities**

How to use this Form:

Use for all absences other than sickness absence.

Return to the school at least **four weeks** before the date of requested absence.

Use a separate absence form for each absence and for each child.

Guidance:

Head Teachers may not grant any leave of absence during school term time unless there are **exceptional circumstances**. Please be aware that a family holiday does not normally qualify as exceptional circumstances.

Parent/Guardian to complete this section:

Name of child:	Class:
Is this the 1 st request for absence this academic year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dates requested:	No of school days requested:
Please indicate any other school to which you are applying:	
Reason for request:	

Signed:	Date:
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School Office to complete this section:

Attendance Percentage for 2020/21	
Current Attendance Percentage:	
Colour Code Green / Amber / Red:	
Green (more than 95%) Amber (90% to 95%) Red (Less than 90%)	Satisfactory Needs Improvement Unsatisfactory

Headteacher to complete this section:

Your request is approved:	
Your request is not approved. If the pupil is absent as proposed above it will be unauthorised for the following reason:	
Reason:	
Signed:	Date:

Evidence to support an application due to exceptional circumstances is required.