

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 1st request for absence this academic year?

Yes No

Dates requested:

No of school days requested:

Please indicate any other school to which you are applying:

Reason for request:

Signed:

Date:

School Office to complete this section:

Attendance Percentage for 2022/23

Current Attendance Percentage:

Colour Code Green / Amber / Red:

Green (more than 95%)

Satisfactory

Amber (90% to 95%)

Needs Improvement

Red (Less than 90%)

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.