

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 before the date of requested absence
 Use a separate absence form for each absence and for each child

Guidance:

Headteachers may not grant any leave of absence during school term time unless there are **exceptional circumstances**, please refer to <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

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:

School Office to complete this section:

Attendance Percentage for 2014/ 2015:	
Current Attendance Percentage:	
Colour Code Green / Amber / Red:	
Green (more than 95.6%) Amber (85% to 95%) Red (Less than 85%)	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 your application may be requested