



SHEERHATCH PRIMARY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

Please complete this form and return it to school before the date you are requesting the absence to start.

Child's Full Name:.....

Date of Birth.....Year Group.....Class

Address.....

Period of Absence: From..... To.....(inclusive)

Reason Requesting Absence (please note authorisation will only be given in exceptional circumstances)

Name:..... Relationship to child:.....

Signed:..... Date:.....

The school will consider these points before authorising leave:

- *Your child's previous attendance history*
- *Any previous requests*
- *The time of year eg. Assessment periods*
- *The circumstances of the request*

SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY

SCHOOL ACTION

Attendance

Previous requests.....

Timing.....

Exceptional circumstances?
.....

Application for Leave of Absence During Term Time Return Slip

To: Parent/Carer of

Your request for term time absence from to.....
has been authorised/ has not been authorised

Reasons given

Signed:.....

Head teacher

Date:.....

Please Note: Absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.

TERM TIME ABSENCE REQUESTS

