

## Leave of Absence Request Form

At Longford Primary School, we believe that every lesson is important & maximum attendance and punctuality are valuable life skills

**Taking your child out of school during term time may harm your child's academic progress.**

Schools may agree up to 10 days holiday absence in exceptional circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.

|   |  |  |  |
|---|--|--|--|
| <b>Name of Child(ren)</b>                           |  |  |  |
| <b>Class</b>  |  |  |  |
| <b>Date of First Day of Absence</b>                 |  | <b>Date of Return:</b>                         |  |
| <b>Number of Days requested</b>                     |  | <b>Known siblings &amp; school(s) attended</b> |  |
| <b>Reason for Leave of absence during term time</b> |  |  |  |

**Please tick below if you believe exceptional circumstance applies to the reason for this request.**

- Exceptional family circumstance, *close relatives wedding, funeral etc*
- Unavoidable medical / dental appointment (although it is the school's expectation that every effort should be made to secure routine doctor / dentist appointments out of school hours or during the holidays)
- Absence, within reason, for an external exam or to attend elite events

Please note that **family holidays will not usually count as a reason to authorise absence in term time.**

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

**Parent / Carer Name:** .....

**FOR SCHOOL USE**

Pupil attendance % to date: .....

Total sessions pupil absent this academic year: .....

Total unauthorised absences this year: .....

Request authorised: YES / NO

**Authorised by:** .....  
Louise Knipe, Headteacher

**Date:** .....