

ETHELBERT ROAD SCHOOL

Application for Leave of Absence during Term Time

For children to gain the greatest benefit from education and to set good practices for their future working lives it is vital that they attend school regularly and punctually. Any absence affects the patterns of a child's schooling. It is our expectation at Ethelbert Road Primary School that parents will support us by setting a positive example to their children as to the importance of good attendance. School attendance regulations specify clearly that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

There is a legal requirement for parents (or carers with parental responsibility) to ensure their children attend school for 190 days per academic year. Any leave of absence (not related to sickness) must be approved by the Governors and Headteacher of the school before the absence occurs.

Please complete the form below with as much information as possible to help the school make a decision. Please attach any written documentation which will help the school to make a decision, (such as a letter from an employer authorising that leave is only possible at a specified time of year). We may wish to speak to you before a decision is made.

I request that my child Class

is absent from school from to

Reason for requested absence: (Please use an additional sheet of paper if necessary)

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Signature of parent / carer Date:

ETHELBERT ROAD PRIMARY SCHOOL LEAVE OF ABSENCE REQUEST (This part to be completed by the school and returned to parent)

Name of child Class.....

Absence from school from to

The absence will be: authorised/unauthorised Parents seen by Headteacher?

Signed on behalf of the school Governors
Date:

Total number of days requested: Attendance rate:%

Previous number of days absent this academic year:

Number of previous unauthorised absences this academic year: sessions

Reason for decision:

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