

Dear Parent

## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

This form should be completed if you wish to request leave of absence for your child during term time for **exceptional circumstances only**. I am sure that you all appreciate that regular and prompt attendance at school is vital in ensuring that children achieve of their best. Any absence from school has a detrimental effect on a child's education. For this reason the Department for Education make it quite clear to Governing Bodies of schools that attendance should be at least 95%. Schools are expected to monitor attendance regularly and when any child's attendance falls below this threshold the school is expected to take further action which includes ceasing to authorise any further planned absence. The DfE also make it quite clear that schools can only approve absence if they consider that there are **special** reasons and the child's attendance is usually good. A school can only agree absence in term time for **exceptional circumstances** and it is necessary for parents to obtain the approval of the Head teacher two weeks before any absence takes place.

At Sandwich Junior School absence, other than for illness, **will neither be considered nor authorised during May** due to this being the main assessment period for all classes. Please be aware that absence information forms part of each child's school record which is passed to any receiving school including secondary schools. Please complete this form and return it to the school office at least two weeks prior to the period for which you are requesting leave of absence.

NAME OF CHILD \_\_\_\_\_ CLASS \_\_\_\_\_

### PART 1 (to be completed by parent/carer and retained by school)

I wish to request permission for my child to be absent from school for the following dates:

\_\_\_\_\_ to \_\_\_\_\_ (total of \_\_\_\_\_ days)

The reason for this absence is:

---

---

---

**NB** If you are requesting leave of absence for a family holiday due to your place of work not permitting you take holiday during the school holidays please provide evidence to this effect.

PRINT NAME \_\_\_\_\_ Signed \_\_\_\_\_

Date: \_\_\_\_\_

*This portion to be retained by the school*

---

**PART 2 (to be completed by the school and returned to parent/carer)**

NAME OF CHILD \_\_\_\_\_ CLASS \_\_\_\_\_

<b>CURRENT ATTENDANCE: SEPTEMBER TO PRESENT DATE / /</b>				
<b>ATTENDANCE</b>	<b>100% OUTSTANDING</b>	<b>96-99% GOOD</b>	<b>95% SATISFACTORY</b>	<b>94% or below INADEQUATE</b>
<b>CURRENT UNAUTHORISED</b>				
<b>LEAVE OF ABSENCE REQUESTED+TAKEN THIS YEAR</b>				

<b>ATTENDANCE IN PREVIOUS ACADEMIC YEAR</b>				
<b>September to July</b>	<b>100% OUTSTANDING</b>	<b>96-99% GOOD</b>	<b>95% SATISFACTORY</b>	<b>94% or below INADEQUATE</b>

REQUEST FOR LEAVE AUTHORISED: YES/NO

\_\_\_\_\_ Date \_\_\_\_\_

REASONS FOR DECLINE

---

---

---

---

---