

APPLICATION FOR LEAVE OF ABSENCE

It is necessary for the approval of the School Governors to be obtained to allow a child's absence.

Leave of Absence is not a right and may not be granted. There is a legal requirement for parents to ensure children attend School for 190 per academic year and if leave of absence is granted, not more than two weeks may be granted in any one year.

The parent or guardian is requested to complete **BOTH** sections of this form and forward it, two weeks before the proposed period of absence to the Headteacher of St Peter-in-Thanel CE Junior School.

I wish my child Class..... to be absent from school from and return on

Please attach as much evidence as possible to help Governors in their decision-making – eg letter from employer confirming holiday dates have to be taken outside of holiday time, doctor's certificate. ('Cheaper holidays' cannot be permitted as a reason for taking holiday in term time)

Reason for absence and why the holiday cannot be taken during the school holiday period; please give as much detail as possible:

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Date..... Signature of parent/guardian.....



St Peter-in-Thanel CE Junior School

LEAVE OF ABSENCE

The Governors hereby grant permission for absence from school for:

Name of child Class.....

Absence from school to

Number of authorised absences (since beginning of academic year)

Number of unauthorised absences

Signed on behalf of the school Governors Date

Office use only

Total number of days requested

Attendance rate in the past 50 school days/ last year.....

Previous number of absence days this academic year

Number of unauthorised absences.....

Governors' decision:

Permission granted

Permission not granted

Reasons for decision
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Signed on behalf of the school Governors date.....