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Acting Headteacher: Mr Matt Holmes

APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL

Any applications for absence in term time will be considered on an individual basis as parents do not have the automatic right to withdraw their children from school for holidays. School cannot agree to a child missing more than 10 days in any school year. If the school does not grant leave of absence and the child is still absent from school, this will be recorded as an **unauthorised absence**.

The Headteacher will consider the following points before authorising any absence:

1. The child's previous attendance history
2. The age of the child/ren
3. The child's stage of education
4. The time of year (Pupil Assessments)
5. The nature of the trip
6. Absence already taken
7. Where the parents are restricted in terms of leave from their employer

Full name of child			
Class		Date(s) of Absence	
Total School Days Child Will Be Absent			
Reason for application			
Signature of Parent/Carer			
Date			

For School Use Only – Copy to be returned to parent/carers

Request seen by Headteacher	Yes / No	Total School Days Absent - Academic Year to Date	
Current Attendance Year to Date		Total No. Holidays Agreed - Academic Year to Date	
Discuss held with Parent/Carer?	Yes / No	Approved	Yes / No
Signed (Headteacher)			

SIMS UPDATED		CONFIRMATION TO PARENT	
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