



Eversley Primary School
APPLICATION FOR LEAVE OF ABSENCE



As a parent or carer, you should fill in this form if you want to take your child out of school during term time; this should only be under exceptional circumstances.

After completing the form, please return it to the Head Teacher via the school office, giving an adequate amount of notice (normally three weeks), together with supporting evidence.

Absence from school for family holidays is NOT AUTHORISED and you may be issued with a fixed penalty notice.

Amendments to the Education (Pupil Registration) (England) Regulations 2006 removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Parent/Carer to complete this section:

(Name of child) Class:

I request that my child be granted leave of absence:

From: to: for days
(first day absent from School to last day that school will be missed & total number of missed school days)

Event:

Leave cannot be taken in the normal school holidays because

.....

.....

Name of Parent/Carer:

Signature: Date:

Headteacher to complete this section:

Attendance % (Up until Autumn half-term use the % figure from previous academic year)

How much leave of absence has already been taken this academic year

Above 95% - Good attendance
85% - 94% - Requires improvement
Below 85% - Unacceptable attendance

Your request is approved and the absence, as set out above, is **authorised**

Your request is not approved, and if the child is absent as proposed above, it will be recorded as **unauthorised** for the following reason:

Signed:

(Headteacher)

Date: