

**SHEERHATCH PRIMARY SCHOOL**

**APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME**

**Please complete this form and return it to school before the date you are requesting the absence to start.**

Child’s Full Name:………………......................…….........................................................….

Date of Birth…………….........................Year Group……………Class …….………….

Address………………………………………………………..................…………………………

Period of Absence: From………………...........……. To……………...................….(inclusive)

Reason Requesting Absence (please note authorisation will only be given in exceptional circumstances)

Name:…………………………………………… Relationship to child:.........................................

Signed:………………………………………………. Date:…………………………

|  |  |
| --- | --- |
| The school will consider these points before authorising leave: | * *Your child’s previous attendance history*
* *Any previous requests*
* *The time of year eg. Assessment periods*
* *The circumstances of the request*
 |

|  |
| --- |
| ***SECTIONS BELOW TO BE COMPLETED BY SCHOOL STAFF ONLY*** |
| SCHOOL ACTION | Attendance …………………………………………………..Previous requests……………………………………………Timing…………………………………………………………Exceptional circumstances? ………………………......................................................... |

**Application for Leave of Absence During Term Time Return Slip**

To: Parent/Carer of …………………………………………………………………………………..

Your request for term time absence from ………………………. to…………………………

has been authorised/ has not been authorised

Reasons given ……………………………………………………...............………..

...................................................................................................................................................

Signed:................................................................ Date:………...............……

 Head teacher

***Please Note:*** *Absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.*

**TERM TIME ABSENCE REQUESTS**

Is attendance good?

 (at least 95%)

NO

**UNAUTHORISED**

**AUTHORISED**

**UNAUTHORISED**

YES

 **AUTHORIS**

**AUTHORISED.**

YES

Is the request for 5 days or less?

Up to 5 days **AUTHORISED.**

Remainder **UNAUTHORISED**

NO

**UNAUTHORISED**

NO

YES

Are there exceptional circumstances? (Rare, significant, unavoidable, short)

NO

Has absence been requested in this or the previous academic year?

NO

**UNAUTHORISED**

YES

Does the request fall in an assessment period?

YES