NORDEN COMMUNITY PRIMARY SCHOOL

APPLICATION FORM – LEAVE OF ABSENCE DURING TERM TIME

For the attention of the Headteacher/Chair of Governing Body

Note to Parents:
The Governing Body has a discretionary power to grant up to 10 school days leave of absence in any academic year (September to August). **This will only be granted in exceptional circumstances and the pupil's level of attendance will be taken into account when any request for leave of absence in term time is considered.** Parents are reminded that leave of absence in term time is **not** a right, and is only granted with the greatest reluctance, as **any** absence has a detrimental effect on a pupil's academic progress and overall attendance level.

Absence for holiday purposes, which has not previously been approved, will be categorised as unauthorised.

Pupil's Name……..……..…… Class…….…..…..

Pupil's Name……..……..…… Class…….…..…..

Pupil's Name……..……..…… Class…….…..…..

Address …….……...

……..……..

First Day of Absence	Returning to School on *	Number of school days absent

Failure to return on date stated can result in pupil(s) being taken off roll

Reason for absence ……..

If holiday, reason why it cannot be taken when the school is closed ……...…...

…….……

…….…….

DECLARATION

I confirm that the details given on this form are correct and that it is necessary for the leave of absence to be taken during term time for the reasons stated.

Signed……..……. Date ……..

Name of Parent/Guardian ……..…….…….
(Please print)

FOR SCHOOL USE ONLY

Current attendance: % % %

Application Granted ☐ Application Denied ☐

Processed by: Leaflet sent to Parent: Date: