

Quadring Cowley and Brown's Primary School
Application for Leave of Absence from School during term time

Dear Headteacher,

I would like to request permission for leave of absence for my child, a pupil registered at your school for the reasons detailed below (*further information can be attached if required*).

Pupil's full name	
Pupil's Date of Birth	
Year Group	
Class / Registration	
Pupil's full address and postcode	

First date of absence	
Last date of absence	
Date of return to school	
Number of school days absent	
Number of school sessions absent (1 session equates to 1/2 school day)	

Please be aware, as per our school's attendance policy and Lincolnshire County Council's published Code of Conduct relating to school attendance, that the law requires parents to seek permission from the head teacher to take their child out of school during term time. The law states **permission can only be granted if:**

1. An application has been made in advance (at least 14 days prior) by the parent the child normally lives with; and
2. There are exceptional circumstances.

Please also note that, if on the rare occasion circumstances are deemed exceptional by the head teacher, the duration your child is permitted to be away from school may only be determined by the head teacher.

Reason for request including why you believe your circumstances to be exceptional
(Further details & evidence may be attached to this form)

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If you have a child/ren at another school/s, please detail their name/s and which school/s they attend below

Pupil's name, name of school:

Full name of person making request (note requests must be made by a parent who the pupil normally lives with)

Relationship to child

Full address and postcode (if different from child's above)

Signature

Date

Quadring Cowley and Brown's Primary School

Application for Leave of Absence from School during term time
School Response

School to complete the below, keeping the originals, returning copies of all pages together with the appropriate letter to parents

Dear	<u>(Insert parent title, forename, and surname)</u>
Copy sent to (Send to other parent)	<u>(Insert parent title, forename, and surname)</u>

Re: Application for Leave of Absence from School during term time

Date of response from school	
Date application received by school	

Pupil's full name	
Pupil's Date of Birth	
Year Group, Class / Registration	
Pupil's full address and postcode	
Pupil's percentage attendance year to date	
Number of sessions absent this academic year (total)	
Number of which are authorised	
Number of which are unauthorised	

Has this pupil had any previously recorded unauthorised leave of absence?	
Was a Penalty Notice Fine requested as a result?	
Are you aware of <u>any</u> Penalty Notice Fines that the parent or parents may have previously received for this pupil and/or a sibling/child for whom they hold parental/day to day care and responsibility?	

School response to parent/s request for leave of absence

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Number of requested sessions authorised	
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Number of requested sessions unauthorised	
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Date pupil required to return to school	
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Headteacher Signature	
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Headteacher Name	
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Date	
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