



Baines' Endowed

Church of England Primary Academy & Children's Centre

A member of 

Penrose Avenue
Blackpool
FY4 4DJ

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Children's Centre Tel: 01253 699085

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Application for Leave of Absence in Term-Time

Please note: Leave of absence will not be granted for any reason during the month of May, as this is the time that annual tests take place for all year groups.

Good attendance at school is vital if children are to make the best possible academic progress. It is also important in developing good attitudes to school and to future work commitments, etc.

Leave of absence will only be authorised for events where the child's absence during term-time is unavoidable. If you feel that this is the case, please complete and return this form to school **at least two weeks before** the event. The tear-off slip will be returned to you notifying you whether the absence can be authorised.

(Please be aware that all absences, even those we have authorised, will lower your child's attendance percentage).

I request that my child _____ in class _____

be granted leave of absence from _____ to _____

because _____

Signed _____ Date _____

.....
To parents / carers of _____ in class _____

Your child has / has not* been granted special leave of absence from school on the following dates _____

Signed _____ Headteacher

Headteacher: Mrs D Rusling