



TERM TIME ABSENCE REQUEST FORM IREBY COFE SCHOOL

Parents have a legal responsibility to ensure their child's attendance at school. Holidays in term time can disrupt the educational progress and interrupt continuity of teaching and learning. If you wish to ask the Head teacher to authorise leave for exceptional circumstances please complete this form and send it back to school as soon as possible (at least 4 weeks before the planned absence if possible). Requests can only be authorised where there is evidence of exceptional circumstances.

(Please continue overleaf or on an additional page if further space is needed)

Name of Child:	Class:
I am applying for leave of absence for my child for the following reason/s:	
From:	to:
Number of days my child will be absent from school:	
This cannot be taken during the school holidays because:	
Evidence of exceptional circumstances: <i>(Please enclose any documentary evidence with your application)</i>	
Has your child already had leave of absence in this school year? YES/NO	
If YES, please give details:	
I also have children attending (name of other school/s):	
Signed:	Date:
Printed:	
To be completed by Head Teacher / Exceptional circumstances panel & returned to parent	
Child's attendance (%) and number of missed sessions in the current academic year:	
Child's attendance (%) and number of missed sessions in the last academic year:	
Having considered your request carefully, my decision is that leave of absence is:	
Approved	The absence will be recorded as authorised.
Not approved	The absence will be recorded as unauthorised.
Explanatory notes:	
Signed: Head Teacher	Date: