

### Application for leave of absence for exceptional circumstances

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period. During the academic year pupils are at school for 190 days and at home for 175 days. Please complete this form if you want to ask Mrs Murphy to authorise a leave of absence during term time.

You are advised to request a leave of absence well in advance of confirming any travel arrangements.

**Unauthorised absence may result in the issue of a Penalty Notice of £60 to each parent, for each child absent.**

The Head Teacher will consider the reasons for your request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise up to ten days of absence. The Head Teacher will notify you of her decision within five days.

#### To be completed by the parent/carer

Name of Child:		Class	
Date absent from:	To:	Total number of days:	
Reason for absence:		This <b>cannot</b> be taken during the school holidays because:	
Has your child already had a leave of absence this year?		Yes / No	
If Yes, please give dates and details:			
Signed:		(parent/carer)	Date:

#### To be completed by the Office/Headteacher

Attendance this academic year: _____ %		School target attendance: <b>98%</b>	
Authorised absence to date (inc. sickness): _____ sessions		Unauthorised absence to date: _____ sessions	
Having considered your request carefully, my decision is that this leave of absence will be recorded as:			
<b>Authorised</b>		<b>Unauthorised</b>	
Reason:		Reason:	
		Family holiday during term time	
		Family event / Special occasion	
		Other	
Signed:		Date:	
(Head teacher)			