



Attendance Policy – Appendix II

REQUEST FOR LEAVE OF ABSENCE

I request authorisation for my child: _____ in class: _____

to be absent from school from: _____ until: _____

The reason for this absence is: _____

The reason for this being taken during term time is: _____

Signature of Parent/Guardian: _____ date: _____

Leave of absence will not be granted retrospectively

Children DO NOT have a statutory right to 10 days “holiday” in term time. The Department of Education states that it is at the Headteacher’s discretion to authorise leave of absence for the purpose of an annual holiday. Whilst we do appreciate and sympathise that it is cheaper to go on holiday during term-time (please bear in mind that all school staff suffer from the unfair pricing differentials too!) such reasons for taking your child out of school are NOT considered valid.

Following direction from the Government, local authorities are taking a much tougher stance on absence and truancy in schools. On the reverse of this form please see the notice from Essex County Council giving details of the penalty notices which will be enforced for unauthorised absences.

Please also refer to our Attendance Policy (available from the School Office) for further guidance.

FOR OFFICE USE ONLY

Seen by Headteacher: _____

Authorisation Approved: _____

Not Authorised – giving reason: _____

Chair of Governors informed (if necessary): _____

Copy to Child’s School File: _____