



# St. Joseph's RC Primary School

## REQUEST FOR LEAVE OF ABSENCE

- 2 week's leave of absence in term time reduces your child's attendance to 95% over a year
- This reduces your child's attendance to below National average
- It equates to your child missing a half day per fortnight of their education
- Pupils are only in school for 190 days each year
- There are 175 other days for holidays and other activities

### How to use this Form:

Use for all absences other than sickness absence  
 Return to the school before the date of requested absence  
 Use a separate absence form for each absence and for each child

### Guidance:

Headteachers may not grant any leave of absence during school term time unless there are **exceptional circumstances**, please refer to <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

### Parent/Guardian to complete this section:

Name of child:	Class:
Is this the 1 <sup>st</sup> request for absence this academic year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dates requested:	No of school days requested:
Please indicate any other school to which you are applying, ie for siblings:	
Reason for request:	
Signed:	Date:

### School Office to complete this section:

Attendance Percentage for 2017/18	
Current Attendance Percentage:	
Colour Code Green / Amber / Red:	
Green (more than 97%) Amber (90% to 96%) Red (Less than 90%)	Satisfactory Needs Improvement Unsatisfactory

### Headteacher to complete this section:

Your request is approved:	
Your request is not approved. If the pupil is absent as proposed above it will be unauthorised for the following reason:	
Reason:	
Signed:	Date:

**Evidence to support your application may be requested**