



## NEVILLE'S CROSS PRIMARY SCHOOL

### REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

Please complete the form in full if you wish to apply for leave of absence for your child.

- Leave of absence may only be granted by the Head Teacher of the school.
- All applications will be carefully considered on their merits in the light of the need to maintain continuity of learning.
- There is no entitlement to leave of absence from school. In exceptional circumstances a pupil may be granted leave of absence.
- If a pupil fails to return from leave within ten school days of the agreed date (and the failure is not due to sickness or an unavoidable delay), his/her name may be taken off the register.
- Staff cannot provide children with work to 'catch up' on their return to school.
- Further information can be found in the school's Attendance Policy which is available from the school office and on the website.

#### Application

I wish to apply for leave of absence for my child(ren):

\_\_\_\_\_ (names)

(a) to go away on holiday. Please state the exceptional reason why this cannot be during school holiday period.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR (b) state other reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Date child will return to school \_\_\_\_\_

Signed \_\_\_\_\_ (parent/guardian)

Your application will be considered by the Head Teacher and a written reply will be sent out.

Office Use Only

Authorised  Unauthorised  Record on Register as \_\_\_\_\_ Refer to EWO: Yes / No

Letter Sent: \_\_\_\_\_ SIMS updated: \_\_\_\_\_ Current % attendance \_\_\_\_\_

Decision made by: \_\_\_\_\_