



Tonwell St Mary's CE Primary School

APPLICATION FOR LEAVE OF ABSENCE DURING SCHOOL TERM TIME

Good attendance is a vital component to a child's success at school. Recent changes to Government legislation make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers no longer have discretion in this matter. If there are exceptional circumstances behind your request for a pupil's absence, you should make an appointment to discuss this with the headteacher. If your child is absent from school and this absence is not for illness, or has not been agreed with the school in advance, this will be classified as an unauthorised absence and you may be fined or legal action taken against you by the Local Authority.

Child's name:	Class:
Date of which absence is required:	Date returned to school: Number of school days absent:
Reason for absence request (with specific reference to why the absence is necessary during the school term):	
Signed (parent/carer):	Date:

For office use only:

Absence approved

Absence to be recorded as unauthorised

Notes:

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Signed:Position:.....

Once processed, this form will be photocopied and the copy returned to you for your records.