



Blakesley C of E Primary School

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Note to Parents:

Parents are reminded that leave of absence in term time is **NOT** a right and is only granted with the greatest reluctance, as **any** absence has a detrimental effect on a pupil's academic progress and overall attendance level. Learning time lost from school cannot be replaced.

Family holidays will not be authorised, the school's standard response letter to applications for absence due to holidays taken in term-time sets out the actions that the school may consider. This will be issued in response to all such applications.

Permission will not be given if the child's attendance is below 95% or in the 4 weeks up to and including SATs week.

Please see the school website for our Attendance Policy and details of activities that can and cannot be authorised.

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Pupil's Name Class

Pupil's Name Class

Pupil's Name Class

First Day of Absence..... Returning to School on

Reason for Absence

Number of days taken already

Declaration

I confirm that the details given on this form are correct and that it is necessary for the leave of absence to be taken during term time for the reasons stated.

SignatureParent/Guardian

Print Name Date

FOR HEADTEACHER USE ONLY

Current Attendance

Absence authorised

Absence not authorised

Address: The Green, Charnbury, Warwick, CV35 9EF
Tel: 01454 840257