



St. Mary's and St. Peter's Church of England Primary School
 Headteacher: Helen Swain



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APPLICATION FOR ABSENCE IN TERM TIME

Parents, you **do not** have the right to take your child out of school during term time. By law you must ask permission for your child to miss school. Good attendance leads to improved outcomes for your child.

If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation at least 10 school days in advance of the proposed leave.

PARENTS SECTION (to be completed first)			
Surname of Child		First Name	
Date of birth		Year Group	
Surname of Parent/Carer		First Name	
Address of Child			
Postcode		Telephone No.	
Information about the request for your child's leave of absence	Reason for the absence in term time		
	Would (s)he miss any national tests or examinations?	Yes	No
	Is her/his attendance already below 90% or a previously agreed individual target?	Yes	No
	Is the requested absence during the month of September?	Yes	No
	Would (s)he be absent for more than ten school days?	Yes	No
	Has (s)he already had leave during term time this year?	Yes	No
If your child has had absence during term time approved during this school year please state the number of days previously agreed.		Days	
Length of absence (school days)	From (date)	To (date)	
Parent/Carer signature			
For school use only – The cost, convenience or availability of a holiday must not be taken into consideration			
Does the absence requested occur in September?			Yes No
Does the absence occur during a period of national tests or exams			Yes No
Is the child's attendance below 90% or an individually agreed target?			Yes No
If this request is approved will the child's absence exceed 10 days this school year?			Yes No
Has the child had 2 days absence this year for religious observance?			Yes No
Signed:		ABSENCE APPROVED	NO YES

