

TOLLERTON PRIMARY SCHOOL

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name

Class

Home Address

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School

Date of Return to School

Total number of school days missed

Reason(s) for absence from school:

Please indicate which of the reasons 1-6 (see reverse of sheet) applies to your application and give further details below :

Reason number: Further details:

I make application for my child named above to have authorised absence from school for the reasons stated.

I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application

Signed Date

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE

Please do not book your holiday until you know that the school will authorise your child's absence

For school use only Approved / Not approved Signed.....Dated.....

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family
4. Out of school programmes such as music, arts or sport operating at a high standard of achievement
5. Religious observance – The Education Act 1996 S444(3)(c) states “on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs”
6. To attend a wedding, funeral or ‘special’ family event

