



FYNAMORE COMMUNITY PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

At Fynamore Primary School, we believe that every school day is important & maximum attendance and punctuality are valuable life skills.

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in **EXCEPTIONAL** circumstances.

Fynamore Primary School may agree up to 10 days holiday absence in **exceptional** circumstances with consideration being given to pupil's attendance, progress and attainment. Absences may only be authorised at the discretion of the Headteacher. Please note that **family holidays will not usually count as a reason to authorise absence in term time.**

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will **not be considered**. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name(s) of Child(ren):	
Date(s) of Birth:	
Class Teacher(s):	
Date of First Day of Absence:	
Date of Return to School:	
Number of School Days Absence Requested:	
Sibling(s) at other school(s) and name of school(s):	

Exceptional circumstances (reason) for Leave of Absence during term time:
(please attach further details if required)

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Please read the following statements and sign to indicate you understand this:

I would like to request the above absence.

I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress.

Please Turn Over

I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period.

I understand that a fine will be payable per parent, per child.

I have read and understood Wiltshire Council's information regarding penalty notices for absence from school and the action they may take.

Parent Signature: _____ Date: _____

Parent/Carer name: _____

For school use only:

Name:			
Attendance %:			
Total sessions pupil absent this academic year:			
Total unauthorised absence this year:			

Request authorised: Yes / No

Signed: _____ Headteacher Date: _____