



FYNAMORE COMMUNITY PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

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.

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)

.....

.....

.....

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: _____