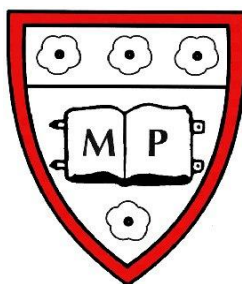


Malpas Park Primary School



"Making a difference together"

Application for Term Time Leave of Absence

Dear Parent or Carer,

Thank you for requesting an Application for Term Time Leave of Absence form. We would be very grateful if you could complete it and return it to school as soon as possible so that we are able to consider your application.

You will find the form on the reverse of this letter.

The law does not allow parents to automatically withdraw their children from school during term time. The law however, does allow schools to authorise leave of absence of up to ten school days in any one year. In doing so we are required to consider each application on an individual basis and as part of this we will consider:-

- The time of year and the pupil annual assessment timetable*
- The overall attendance of the pupil*
- Whether or not the request is 'reasonable' and justifiable in the context of the above criteria*

*Your application will be considered at the earliest opportunity upon receipt. **If you do not hear from us you can assume that the leave requested has been granted.** We will make contact with you if we feel there are any issues of concern with regard to the application, in-line with the criteria outlined above.*

Yours sincerely,

The Head Teacher and Governing Body

Dear Head Teacher and Governing Body,

I write to request a period of authorised leave during school term time.

Name of Child:	
Class:	
Leave Begins:	
Leave Ends:	
Number of Days Lost:	

Reason for Requested Leave <i>Please provide as much information as possible</i>	
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Name of Parent/Carer:		<i>(Print)</i>
Date of Application:		

Signature of Parent/Carer: _____

To be completed by the school

Previous year Attendance of Child	%	
Leave Granted	Authorised	Unauthorised
Attendance	Number of sessions	%
Possible sessions		
Authorised Absence		
Unauthorised Absences		
Unexplained Absences		
Late		

Current Attendance of Child	%	
Leave Granted	Authorised	Unauthorised
Attendance	Number of sessions	%
Possible sessions		
Authorised Absence		
Unauthorised Absences		
Unexplained Absences		
Late		

Reason:-

Signature: _____ on behalf of the Governing Body