



Puddletown First School

Application for absence from school in term time



By law parents do not have the right to take their children out of school for holidays during term time. You must ask permission for your child to miss school and it is ultimately up to the headteacher to decide whether or not the absence will be authorised. Children's attendance levels for the previous 12-month period will also be taken into account when making any decision. Further details as to the school's policy on attendance are available on the school website or from the School office.

Parents wishing to apply for their child to have leave from school should complete this form and return it to school for consideration well in advance of the proposed leave.

To be completed by parent/guardian:

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name	
Address			
Telephone number			
Length of absence (school days)		From (date)	To (date)
Reason for absence request: <i>(continue on another page if required)</i>			
Would your child miss any national assessments during the months of May and June?			Yes / No
Is the proposed absence during the month of September?			Yes / No
Would your child be absent for more than ten school days?			Yes / No
Has your child already had leave during term-time this school year? (If so, please give dates and number of school days leave and brief reason)			Yes / No
Did your child have leave of absence for holiday during term-time in the previous school year?			Yes / No

To be completed by school:

Child's attendance, current academic year (to date)	%	
Child's attendance, over the previous 12-month period.	%	
Is his/her attendance already below 90% for the previous 12-month period?	Yes / No	
Is the child's attendance improving (if below or near to 90%)	Yes / No	
Leave of Absence in Term Time	Approved: _____ days	Not Approved: _____ days
Headteacher Comment		
Date of Meeting with Parent		Headteacher Signature