

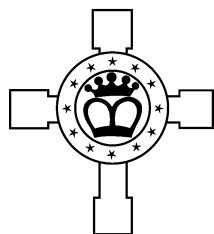
Frome Valley CE First School

Application for leave of absence in term time



By law parents do not have the right to take their children out of school for holidays during term time, such applications will be refused. You must ask permission for your child to miss school. First Schools and the Middle School in the Puddletown St Mary's mini pyramid have agreed to follow a common policy on granting leave of absence, but it is ultimately up to the headteacher of your school 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:			
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



Puddletown CE VC First School



To be completed by school:

Child's current attendance, over previous 12 month period. (to be completed by school)	%
Is his/her attendance already below 90% for the previous 12 month period?	Yes / no
Leave of absence in Term Time	(i) approved _____ school days (ii) not approved _____ school days
Date of Meeting with Parent	
Headteacher Comment	
Headteacher Signature	

