



## Application for Leave of Absence from School during Term Time

The Department for Children, Young People, Education and Skills (CYPES) does not, at any time, support leave during term time, however, in exceptional circumstances head teachers have the discretionary power to grant leave.

Parents must make a strong case to justify taking pupils out of school during term time as the absence can seriously disrupt continuity of learning. It is expected that parents will support their child's education by arranging all leave to coincide with school holidays.

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Requested dates

First day of absence: \_\_\_\_\_ Return to school: \_\_\_\_\_

Total school days to be missed: \_\_\_\_\_

Reason for Absence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ (Parent/Carer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For office use only**

Attendance percentage for:

Present year: \_\_\_\_\_ %

Whole school career attendance: \_\_\_\_\_ %

Has term time leave been requested this year? Yes/No

If yes, for how many days? \_\_\_\_\_

Was permission given? Yes/No Days Authorised: \_\_\_\_\_ Days Unauthorised: \_\_\_\_\_

<p><b><u>Attendance Categories:</u></b>  <b>100% Excellent</b>  <b>95-99% Good to very good</b>  <b>90-94% Fair</b>  <b>85-89% Low</b>  <b>Below 85% of Concern</b></p>
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<b>Approved by Head Teacher</b>	<b>Yes/No</b>