

Bransty Primary School Request for Leave of Absence

Criteria for Leave of Absence	Tick ✓
1 Day for a family wedding (Does NOT include travel to or from)	
1 Day for a family funeral (Does NOT include travel to or from)	
Observing a Religious festival	
Parent/Carer cannot get time off during school holidays (this request needs to be supported with an employer letter on business paper)	

Please write a letter of request if the 4 criteria cannot be applied. This will then be considered by Bransty Primary Schools Safeguarding Governor committee. Thank You.

Please note that the government does **NOT ALLOW** Head Teachers to authorise holidays in term time unless there fit into the exceptional circumstances listed above. Any holidays taken in term time that are deemed not exceptional, will be unauthorised and you may be subject to prosecution, up to and including a £60 per parent, per child fine.

Childs Name: _____

Year Group: _____

Register Class: _____

Date of Birth: _____

If you have children at another school who also need leave of absence, please write his/her/their names and the names of the schools involved below so that the Head Teachers can liaise in relation to the leave of absence request. Please note that each school will need to have a copy of this form sent to them.

CHILD'S FIRST NAME AND SURNAME	NAME OF SCHOOL CHILD ATTENDS

First day of leave of absence request: _____

Last day of leave of absence request: _____

Total number of days absent from school: _____

This form **MUST BE** submitted $\frac{1}{2}$ Term **minimum** for consideration. Exceptional circumstances would apply to requests for funerals.

Reason for leave of absence, including exceptional circumstance.

Name of person requesting leave of absence: _____

Signed: _____

Date: _____

PLEASE NOTE: BY HANDING THIS FORM OR REQUEST LETTER THIS DOES NOT QUALIFY FOR IMMEDIATE PERMISSION. DO AWAIT A REPLY.

FOR OFFICE USE ONLY

Child's personal absence/RAG rating
(**Current** Academic Year)

Child's personal absence/RAG rating
(**Previous** Academic Year)

Any previous requests/holidays in term time **YES/NO**
(Last 12 months)

If yes, number of school days lost

Attendance is usually: above average average below average

Authorisation by Head teacher/Governor **YES/NO** Unauthorised by Head teacher/Governor **YES/NO**

State reason for decision:
.....
.....
.....

.....
Signed by Head teacher

.....
Date

Parents/Carers notified of outcome of holiday request

.....
(State how/by whom/date)

Signed

Date