## *BROAD HINTON C of E PRIMARY SCHOOL*

## Leave of Absence Request Form

**Taking your child out of school during term time may harm your child's academic progress.**

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or Local Authority after a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised leave of absence during term time.

*Please list below any children attending this school for whom you are requesting leave of absence:*

| Name(s) of child(ren) | Class | Name(s) of child(ren) | Class |
|---|---|---|---|
| | | | |
| | | | |

| Date of first day of absence: | | Date of return: | |
|---|---|---|---|
| Number of days requested: | | | |

*Please list below any children attending other schools for whom you are requesting the same leave of absence:*

| Name(s) of siblings at other schools | School attended | Year Group |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

| Exceptional circumstances (reason) for leave of absence during term time (*please attach supporting evidence)*: |
|---|
| *Please continue on a separate sheet if necessary* |

Name of parent/carer: _____

Signature of parent/carer: _____ Date of signature: _____

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**For school use:**
Attendance%:
Total sessions pupil absent this academic year:
Total unauthorised absence this year:
Request authorised: Yes/No