

Manor Park CE (VC) First School

Application for leave of absence during term time

By law parents do not have a 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 St Osmund's mini pyramid have agreed to follow a common policy on granting leave of absence, but it is up to the headteacher of your school to decide whether or not the absence will be authorised. Children's present attendance levels will be taken into account when making a decision. Further details as to the school's policy for authorising 'leave of absence' 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 authorisation well in advance of the proposed leave.



St Mary's
Catholic School



St Mary's C.E. First School
CHARMINISTER



To be completed by Parent/Carer

Surname of child		First Name		
Date of birth		Class		
Surname of parent/carer		First Name		
Address				
Telephone number				
Length of absence (school days)		From (date)		To (date)
Reason for absence request				
Has (s)he already had leave during term-time this school year (If so, please give dates and number of school days leave)				Yes / No
Did (s)he have leave of absence during term-time in the previous school year?				Yes / No
Please indicate if (s)he has any siblings in another school within DASP Name of School:				Yes / No
Signature of Parent/Carer:				

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	(i) Approved <input type="checkbox"/> school days (ii) Not Approved <input type="checkbox"/> school days
Date of meeting with parent/carer if necessary:	
Headteacher comment:	
Signature of Headteacher:	