

Broadmayne First School

Application for 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 normally be refused. 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 (s)he miss any local or national assessments during the months of May and June?			Yes/no
Is the proposed absence during the month of September?			Yes/no
Would (s)he be absent for more than ten school days?			Yes/no
Has (s)he already had leave during term-time this school year? (If so, please give dates, number of school days leave and brief reason)			Yes/no
Did (s)he have leave of absence for holiday during term-time in the previous school year?			Yes/no

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 95% for the previous 12 month period?		Yes/no
Holiday in Term Time	(i) approved ____ school days (ii) not approved ____ school days	
Date of meeting with Parent		
Head teacher comment		
Head teacher signature		



Puddletown Church of England VC First School

