

APPLICATION FOR LEAVE OF ABSENCE FROM MAINTAINED SCHOOLS

Name of Pupil(s):

Date of Meeting:

Attendees:

Additional Factors for Consideration

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

Factor	Comments
Will he/she miss any national tests or examinations?	
Is his/her attendance a cause for concern?	Current Attendance: _____%
Is the proposed absence during the month of September or any other transition period?	
Has he/she already had leave during term time this year? If so, please give dates and number of school days leave.	
Did he/she have leave of absence during term time in the previous school year(s)?	
Does he/she have any absences which have been recorded as unauthorised this year?	
Will the absence be detrimental to his/her education?	

Other Comments

Headteacher's Signature: _____

Date: _____

Please attach a copy of this form to the original request form and return to the parent / carer after consideration.