



**SUMMERCROFT PRIMARY- AN ACADEMY SCHOOL
APPLICATION FOR LEAVE OF ABSENCE**

As a parent or carer, you should fill in this form if you need, for exceptional reasons, to take your child out of school during term time to go on a holiday.

After completing the form, please return it to the office no less than three weeks before the date you want the period of absence to start.

Please note that the absence will be recorded on your child's record as unauthorised unless I consider that there are exceptional circumstances. Exceptional circumstances may include a never repeated event such as a wedding, funeral where a date is fixed and outside of the parents' control or out-of-school programmes such as music, arts or sports at a "high standard of achievement". Please include evidence of the exceptional circumstances when submitting this form, thank you. Exceptional circumstances *do not include* the opportunity for a reduced price holiday or parental work commitments. Consideration is also given to frequency of requests in the past and current attendance records.

Thank you for your co-operation.

Carole Hinstridge
Headteacher

98% = 4 days or 20 lost learning hours	95% = 10 days or 50 lost learning hours
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I request thatand(sibling)
inand(name of class) be granted leave of absence
from.....to.....20.... (inclusive)

Signed..... Date.....

Please outline the reason for the absence and attach evidence of the exceptional circumstances.

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School use:
Headteacher's signature Date..... Authorised/Unauthorised

Child's current attendance _____% and _____% (sibling) as of _____date
Comments
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