

Buckingham Park Church of England Primary School

Leave of Absence Request Form

Notes to parents/carers

Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so. Parents should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

The school has a policy of not authorising term-time holidays except in exceptional circumstances

To be completed by the parent:

Child's Name: _____ Year: _____

Child's Name: _____ Year: _____

Child's Name: _____ Year: _____

Proposed date(s) of absence:

First Day Absent: Returning to school on: Total number of days absence:

Reason for request for absence during term time:

Please explain any exceptional circumstances (this section MUST be completed for a holiday request):

Signed (parent):

Date:

To be completed by school staff:

Date form received: % Attendance this year to date: % Attendance last year:

Approval by headteacher:

Request Approved: Request not Approved: Signed:

Reason: