

# Leave of Absence

SCHOOL NAME: Langar Primary School



## APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

Child's Full Name:.....

DOB.....Year Group.....

Address.....

Period of Absence: From ..... To..... (Inclusive)

Reason Requesting Absence (if request is for a family holiday, please give exceptional circumstances on why it MUST be in term time. Please continue on a separate sheet if necessary)

Name ..... Relationship to child: .....

(Applicant must be the parent/carer the child normally resides with)

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

If you are applying for more than one child, please give details below:

Name ..... D.O.B ..... Year Group.....

Name ..... D.O.B ..... Year Group.....

Name ..... D.O.B ..... Year Group.....

## Decision re: Application for Leave of Absence During Term Time (For office use only)

Attendance % YTD: ..... Authorised? Y / N

Coding (please circle appropriate code):

B - Educated Off Site

Y - Exceptional Circumstances

H - Authorised Family Holiday

M - Medical/Dental Appointment

R - Religious Observance

T - Gypsy, Roma and Traveller Absence

W - Work Experience

O - Unauthorised Absence

C - Leave of Absence authorised by school

D - Dual Registration

J - Interview

P - Approved Sporting Activity

S - Study Leave

V - Educational Visits

G - Unauthorised Family Holiday

Other (please specify) -

Signed: ..... Date: .....

*Please Note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.*