



Application for Leave of Absence during term-time

Shardlow Primary School considers every request for Leave of Absence in relation to the individual's current attendance, the timing of the request and the possible impact on educational progress.

Pupils Name:	Date of Birth:	Class:
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Address:		
First day of absence:	Last day of absence:	Total days requested:
Please state the reason for this Leave of Absence request: <i>(Please note that Leave of Absence during term-time is only authorised in exceptional circumstances. Please refer to the Attendance Policy for guidance.)</i> Please return this form at least a week before the dates requested		
Request made by:	Signature:	Date:

Please be aware that Leave of Absence which has not been authorised may be referred to the Local Authority for consideration of a Penalty Notice and you could be fined.

School Use			
Current attendance- will attendance fall below 90%	Decision:	Assessed by:	Date: