

**Yavneh Primary School**

**Leave of Absence Request Form**

Before making this application please refer to our Attendance Policy for more information

**A request MUST be made PRIOR to any leave of absence**

Please note that it is only the school, within the context of the law, which can approve absences in

terms whether in ‘special’ or ‘exceptional’ circumstances, NOT the parents/carers.

There is no automatic right for pupils to be granted authorised absences for family holidays.

Yavneh Primary School considers every request for a leave of absence in relation to the individual pupil’s attendance and educational attainment.

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| --- | --- | --- | --- |
| Name of pupil |  | Date of birth |  |
| Class |  |
| Address | | | |
| **Leave of Absence requested** | | | |
| Start date of absence |  | Return date to school |  |
| Reason for term time absence request  Please provide written evidence to support your request. | | | |
| **Declaration** | | | |
| I have read and understood the information on leave of absence in term time, unauthorised  absences and penalty notices. | | | |
| Name of parent/Carer | | | |
| Signed  (Parent/Carer) | | Date | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For School Use Only** | | | | | |
| The school has considered your request for leave of absence and your child’s absences will  be recorded as follows: | | | | | |
| Authorised |  | Unauthorised |  | Unauthorised absences to date |  |
| Signed: | | Position: | | Date: | |