

**ALANBROOKE COMMUNITY PRIMARY SCHOOL**

**Request for leave of absence in term time**

Pupils are only in school for 190 day each year. There are 175 other days for holidays and other activities.  
 80% attendance represents 1 day off a week (more than 1 month a year)  
 90% attendance represents 1 day off a fortnight

**How to use this form:**

- Use for all absence other than sickness
- Return to school before the date of requested absence
- Use a separate form for each absence and each child

**Guidance:**

- Absence can only be approved by the Headteacher
- The Headteacher may not grant any leave of absence during school term time unless there are **exceptional circumstances** (outlined on previous page)
- No absence will be authorised for Y6 pupils during the first half of the summer term up to and including SAT's week

**Parent or guardian to complete:**

**Name of child:**

**Class:**

**Is this the 1<sup>st</sup> request for absence this year?**

**Yes/No**

**Dates requested from :**

**to:**

**total of school days missed:**

**Please indicate to any other school you are applying: ( for brothers/sisters in secondary education):**

**Reason for request:**

**Signed:**

**Date:**

**School office to complete:**

**Attendance previous year:**

%

**Current attendance:**

%

**Colour code: Red / Amber / Green**

**Green more than (95%) satisfactory  
 Amber (85% -95%) Needs improvement  
 Red ( less than 85%) unsatisfactory**

**Headteacher to complete:**

**Your request is approved and the absence is authorised under the exceptional circumstances below:**

Service personnel returning from active deployment

When a family needs to spend time together to support each other during or after a crisis

To attend a family wedding abroad where the absence is not unreasonable but not exceeding 5 school days

Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy.

Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.

This would need to be evidenced by the production or confirmation from the organisation/company/Battery Commander (attached)

**Other:**

Your request is **not approved** and the absence will be recorded as **unauthorised** for the reasons below:

**Reason:**

A copy of this form will be kept in school

**Signed:**

**Date:**