



DEANERY C.E. PRIMARY SCHOOL
Academy Status

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Please complete the top section of this form. Your request for absence will be considered by Mrs Luckett and a signed copy of the form returned to you.

Holiday Requests

Parents are strongly encouraged to ensure that their children attend school for 100% of the year. The Governors of the Deanery are opposed to children taking time off school for holiday purposes and no authorisation will be given for holidays unless there are extenuating circumstances; holiday requests will be marked as 'unauthorised'

I wish to request leave of absence for the following reason:

.....
.....
.....
.....

INCLUSIVE DATES

FROM

TO.....

Name of child

Class:.....

Name of child.....

Class:.....

Name of child.....

Class:.....

Following Government guidance and the school 'Attendance Policy', I note all holidays are unauthorised.

Signed.....(Parent/guardian) Date:.....

PLEASE RETURN TO SCHOOL OFFICE

Absence Record – For Office Use

Following Government guidance and our school 'Attendance Policy', the following has been recorded in our register.

.....days Authorised Absence

Code

.....days Unauthorised Absence

Code.....

Signed by:.....

Date.....

Head Teacher

Arbor updated: ☐

Email sent to parents: ☐