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

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

Name of Child & Class:.....