



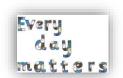
John Perry Primary School Leave of Absence Request Form

Important Information

Leave of Absence Request: Please complete parts A and B

Part A

Child(ren)'s Name:	Class:
Child(ren)'s Name:	Class:
Child(ren)'s Name:	Class:
Date for which absence is requested: From (first day of absence)	To (last day of absence)
Total number of school days missed:	To (more day or dissolitor)
Part B	
When did you plan this absence? (Please	provide travel booking details if appropriate)
Why is this absence an exceptional circu	mstance? (Please provide supporting evidence
such as medical appointment, death certificate et	c)
Could this have been taken during the sc	hool holidays?





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Please tick statement below I have read the 'Term Time Holidays - FAQs' information and am aware that the absence may be unauthorised and could result in a 'Penalty Charge Notice'. Signed: _____(parent/carer) Name: (please print) Date: Part C- School Use Only Response from school (within 10 working days) Current Attendance: **Current Attendance:** Current Attendance: Absence authorised: Yes No Fine to be issued in line with Borough Procedures: Yes No Comment/Reason why not attendance is not authorised: Does not met the criteria of exceptional circumstances Attendance is currently below school threshold (96%) Child has already or will miss a significant amount of schooling (due to previous request or illness)

Signed: (Head Teacher) Date: