



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: _____	

Part B

When did you plan this absence? (Please provide travel booking details if appropriate) _____

Why is this absence an exceptional circumstance? (Please provide supporting evidence such as medical appointment, death certificate etc) _____

Could this have been taken during the school 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: <input type="radio"/> Does not met the criteria of exceptional circumstances <input type="radio"/> Attendance is currently below school threshold (96%) <input type="radio"/> Child has already or will miss a significant amount of schooling (due to previous request or illness)

Signed: _____ (Head Teacher) Date: _____