

APPLICATION FOR LEAVE OF ABSENCE

It is necessary for the approval of the School Governors to be obtained to allow a child's absence.

Leave of absence is not a right and may not be granted. There is a legal requirement for parents to ensure children attend School for 190 days per academic year and if leave of absence is granted under special circumstances, not more than two weeks may be granted in any one year.

In cases where leave is not granted for holiday a penalty notice may be issued, no warning letter will be sent.

The parent or guardian is requested to complete **both** sections of this form and forward it, **two weeks before the proposed period of absence** to the Head Teacher of Christ Church C.E. Junior School

I wish my child Class

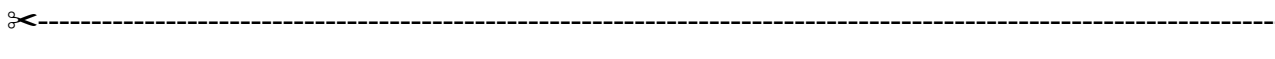
to be absent from school fromto

Please attach as much evidence as possible to help Governors in their decision-making –eg letter from employer confirming holiday dates have to be taken outside of holiday time, doctor's certificate. ('Cheaper holidays' can not be permitted as a reason for taking holiday in term time)

Reason for absence **and** why the holiday cannot be taken during the school holiday period; please give as much detail as possible:

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Date..... Signature of parent/guardian



**CHRIST CHURCH CE JUNIOR SCHOOL
LEAVE OF ABSENCE TO ACCOMPANY PARENTS ON HOLIDAY**

The Governors hereby grant permission for absence from school for:

Name of child Class

Absence from schoolto

Number of authorised absences Number of unauthorised absences.....
(Since beginning of academic year)

Signed on behalf of the school Governors date

Office Use Only

Total number of days requested

Attendance rate

Previous number of absence days this academic year

Number of authorised absences

Number of unauthorised absences.....

Governors decision:

Permission granted

Permission not granted

Reasons for decision
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Signed on behalf of the school Governors date