



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

	Evidence Attached		Evidence Requested		Evidence Received	
Student Name						
Class						
Date leave requested	From:		To:			
Total Number of school days requested						
If less than one day put in times	From:		am/pm	To:	am/pm	
Reason for taking time off during term time						Please tick
Medical - Please attach an appointment card or with compliments slip						<input type="checkbox"/>
Dental - Please attach an appointment card or with compliments slip						<input type="checkbox"/>
School Visit - Provide details and reason for the visit						<input type="checkbox"/>
Time off for Religious Observance Provide details						<input type="checkbox"/>
Other - Please specify and provide any supporting documents						<input type="checkbox"/>
<p><i>Going to school every day is the single most important part of your child's education. Pupils learn new things at school every day – missing school simply puts them behind and can hinder their life chances.</i></p> <p><i>At Brunswick House Primary School we expect Pupils to be at school, on time and ready to learn for every day of the academic year. We expect every child to achieve 97% minimum for attendance. Pupils who have an absence of just 3% miss approximately 5½ days of schooling per year.</i></p> <p><i>Please consider these implications carefully before taking your child out of school during term time.</i></p>						
Parent signature						
Date:						

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Request approved by Headteacher	
Not approved by Headteacher	
Penalty Notice request	Yes /No