



APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME



| | | |
|--|--------------------------------|------------------------------|
| Student Name | | |
| Class | Today's Date | |
| Date leave is requested | Date from: | Date to: |
| If less than one day put in times | Time from: am/pm | Time to: am/pm |
| Total Number of school days requested | | |

| Reason for taking time off during term time | Please tick |
|---|--------------------------|
| Medical - <i>Please attach an appointment card or with compliments slip</i> | <input type="checkbox"/> |
| Dental - <i>Please attach an appointment card or with compliments slip</i> | <input type="checkbox"/> |
| Optician - <i>Please attach an appointment card or with compliments slip</i> | <input type="checkbox"/> |
| School Visit – <i>Please provide details and reason for the visit</i> | <input type="checkbox"/> |
| Time off for Religious Observance – <i>Please provide details</i> | <input type="checkbox"/> |
| Other - <i>Please specify and provide any supporting documents</i> | <input type="checkbox"/> |

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.

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.

Please consider these implications carefully before taking your child out of school during term time.

Parent signature:

OFFICE USE ONLY

| | | |
|--|---|--|
| Evidence Attached <input style="width: 50px; height: 20px;" type="checkbox"/> | Evidence Requested <input style="width: 50px; height: 20px;" type="checkbox"/> | Evidence Seen <input style="width: 50px; height: 20px;" type="checkbox"/> |
| Entered onto SIMS | Yes/No | Code used: |
| Request approved by Head teacher | Yes /No | |
| Not approved by Head teacher | Yes /No | |
| Penalty Notice request | Yes /No | |
| Notes: | | |