**Speenhamland School**

**Request for Leave of Absence from School During Term Time**

***To be completed at least one month before the proposed leave of absence***

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| **Pupil’s Name:** | **Class:** |

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| --- | --- | --- |
| **Reason for absence during term time:** | | |
| **Proposed start date of absence:** | **Date of return to school:** | |
| **Reason why it is not possible to take holiday other than in term time:** | | |
| **Signed:**  ***Parent/Guardian*** | | **Date:** |

***Office Only***

|  |  |
| --- | --- |
| **Number of Days Absence Requested:** |  |
| **Percentage Attendance:** |  |
| **Has holiday during term time been requested previously and if so when and how many days:** |  |
| **□ Authorised**  On this occasion I can authorise this absence. | **□ Unauthorised**  I am sorry but I am unable to authorise this absence during term time as per Department for Education guidelines. “Every School Day Counts” |
| ***If approval is not given and the absence is still taken it will be recorded as unauthorised.*** | |

**Signed: ……………………………………………………………………… (Headteacher) Date: …………………**