

## Sebert Wood Community Primary School



**Application for Leave of Absence during term time** (*Please note all applications MUST be made in advance*).

<b>Child's Name:</b>		<b>Child's Class:</b>	
----------------------	--	-----------------------	--

**I would like to apply for a leave of absence for my child from: .....(Date)**

**The reason(s) for this request are:**

*Please continue on a separate sheet if necessary.*

**I am/am not** (please delete as applicable) **attaching further evidence in support of this application.**

**Should this leave of absence be granted my child would return to school on: ..... (Date)**

**Details of Siblings:**

If you have other children currently attending school please complete their details below.

Child's Name	Child's Age	Name of Child's School

**I understand that:**

- The Headteacher will consider this application based solely on the information provided on this form and on any further evidence that I have attached.
- I may be requested to provide further information to the school.
- I will be notified in writing whether this proposed absence would be recorded as authorised or unauthorised on my child's attendance record.
- Penalty Notice referral details can be found on the reverse of this document (Annex C of the Attendance Policy)
- I confirm that I am the parent/carer of the child detailed above and that my child normally resides with me.

**Signed:** .....

**Print Name:** .....

**Date:** .....