

APPLICATION FOR PUPIL LEAVE OF ABSENCE
FROM ST CLEMENT'S PRIMARY SCHOOL



FULL NAME OF CHILD/CHILDREN:	
INCLUSIVE DATES:	
REASON FOR REQUEST:	
SIGNATURE OF PARENT(S)/CARER(S):	

Parent(s)/Carer(s) Information:

Absence from school can impact on a child's progress and achievement over time. Term time leave should, therefore, only be considered and requested when absolutely necessary.

The Attendance Policy only allows for **authorised** leave under **exceptional** circumstances. Requests for term time holidays are **not** classified as exceptional circumstances. Pupil attendance rates are not influential in deciding whether term time leave can be authorised.

CYPES have put in place a clear process to engage with families that repeatedly take unauthorised absence or where pupil attendance falls below expected levels. This process includes meetings with the Education Welfare Officer and possible appearances at an Attendance Panel or Parish Hall meeting should it be necessary.

For School Use:

Date Request Form received : _____

Authorised Unauthorised

Other Information:

Signed:

Headteacher / Deputy Headteacher

OTHER CONTEXTUAL INFORMATION: