



COLLIS PRIMARY SCHOOL

Request for leave of absence during term time

This form should be completed if you want to take your child out of school during term time (except for medical/dental appointments). In considering the request the headteacher will take into account the following factors:

- The child's overall pattern of attendance and attendance history
- The age of the child
- The likely impact upon the child's education
- The time of year (SATs or other exams)
- The length, destination and purpose of the absence and whether it is likely to be a rare event in the life of the child
- Whether the parents/carers are restricted in terms of leave from their employer.

I/we request of the Headteacher and Governors that leave of absence be granted to:

Child's name: Class:

From: To:

For (give reason)

.....

If for holiday, please state why the holiday needs to be taken during term time

.....

.....

Signed:(Parent/Carer) Date:

Return to Parent

Child's name Class:

The period of absence from to has/has not been agreed
and will be treated on the child's record as Authorised Unauthorised

Signed: Headteacher Date: