



REQUEST TO TAKE YOUR CHILD OUT OF SCHOOL DURING TERM TIME

PLEASE REMEMBER

Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid.

I would like to take my **son/daughter**

Class out of school during term time.

Dates: from.....to.....

This absence must be in term time because:

.....
.....

Signed.....(Parent /Guardian) Date:.....

Relationship to Child.....

**This form must be completed and returned to the child's school
no less than 2 weeks before the planned absence.**

.....

Dear Parent/Guardian,

Re: (Child's name)

CURRENT ATTENDANCE %

Further to your recent request for leave of absence.

Leave of absence authorised betweenand
Please ensure that your child returns to school promptly following your leave as failure to do so may result in their removal from the school roll.

Leave of absence refused. Any absence from school between.....and.....will be marked as unauthorised and as such may be referred to the Inclusion Support Service.

Signed..... Date:
(Headteacher)