Baildon Church of England Primary School and Nursery

Request Form for Leave of Absence during Term Time

Full attendance is vital for your child's educational progress. Absence due to holidays, taken in term time, could hinder academic attainment. This form needs to be returned to the school office, at least two weeks prior to your intended date of departure. Before completing this form please read the following:

- **Each request for absence will be considered individually and will take into account: the age of the child; the time of year proposed for the trip: the child's stage of education progress; current attendance and whether circumstances warrant it.**
- **School is extremely reluctant to authorise any absence during term time but especially in September due to settling children into their new classes or in May due to children doing school tests.**
- **Absences will only be authorised in term time if school believes this is for special circumstances.**
- **Special circumstances (as defined by the DfE) include when a family needs to spend time together to support each other during or after a crisis or for service personnel and other employees who are prevented from taking holidays outside term time (evidence to be provided by employer).**
- **Holidays which are taken for the following reasons will not be authorised: availability of cheap holidays, availability of desired accommodation, poor weather experience in school holiday periods and overlap with the beginning or end of a term.**
- **A maximum number of 10 days can be authorised for special circumstances only in any academic year.**

Child's Name:	Class:	Number of days requested:
First Day of Absence:	Date of return to school:	
List the reasons for this absence, the destination and your **special circumstances**		

Signed Parent/Carer ……..…….. Date ……..

School use only	
Absence Authorised/Number of Days:	Date of Notification:
Absence Unauthorised/Number of Days:	Total Days this academic year (tally):

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Headteacher: Mrs M Connor

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Authorised:	Unauthorised:

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