

Dobcroft Schools- Leave of absence in term time request form

Dobcroft Infants/Junior School



<p>Name: <input type="text"/></p> <p>class: <input type="text"/></p> <p>Year: <input type="text"/></p> <p>Siblings in this or other schools (name, DOB, school attending) :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Name and address of parent or carers:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Telephone number:</p> <p>_____</p> <p>Mobile number:</p> <p>_____</p> <p>Email:</p> <p>_____</p>
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Requested dates of absence from and to (inclusive):

From: _____ To: _____

Outline the exceptional circumstances that require your request for leave of absence during term time:

What steps have you taken to minimise the impact of the leave on your child’s learning:

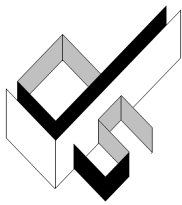
Emergency Contact Details (UK and Abroad) – name, telephone number & relationship:

UK:

Abroad:

- I confirm that the information on this form is true
- I agree to keep school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date
- I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher

Signed by Parent/carer	Print name & relationship to child	Date



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FAO The Attendance Officer (School use only)	Date request received:
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Has the request been discussed with the parent/carer? Date: _____

No of school days requested: _____

Current Attendance figure: _____ %

If during Autumn or Spring term, please record previous year's figure here _____ %

Is leave of absence authorised? **YES / NO**

Number of days authorised: _____ Number of days unauthorised: _____

NO	<input type="checkbox"/>	Does not meet School Policy
YES	<input type="checkbox"/>	Exceptional circumstances

Comments:

Date of decision _____

School cannot authorise leave of absence including term-time holidays unless there are exceptional circumstances. 5 or more consecutive days of unauthorised absence will result in the issuing of a fixed penalty notice regardless of the child's attendance record.

Signature: Head teacher	Date:
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