



# PRIORY INFANT SCHOOL

## Application for Leave of Absence during term time

*Absences do affect children's learning and at Priory Infant School all staff and Governors are committed to giving children the best possible access to 190 days of education per year. We hope and expect that parents will support us in this by setting good examples to their children about the importance of good attendance. (We know that holidays are cheaper in term time – however this is not a good enough reason for your child to miss any schooling.)*

There is a legal requirement for parents (or carers with parental responsibility) to ensure their children attend school for 190 days per academic year. Any leave of absence (not related to sickness) must be approved by the Headteacher of the school on behalf of the Governors.

If an absence is not approved and you still decide to take your child out of school **I must inform you** that if the school is contacted by Education Welfare/Kent Police Truancy Team the school will confirm that the absence is unauthorised and this may result in them visiting you.

**Please complete the form below with as much information as possible to help us make a decision. We may wish to speak to you about this before we make a decision.**

I wish my child ..... Class .....

to be absent from school from ..... to .....

Reason for absence .....

.....

.....

.....

Signature of parent / carer ..... Date: .....

### **PRIORY INFANT SCHOOL LEAVE OF ABSENCE REQUEST – this part to be completed by the school and returned to parent**

Name of child ..... Class.....

Absence from school from ..... to .....

The absence will be:                      authorised                      unauthorised

Signed on behalf of the school Governors ..... Date:.....

**Office use only:**

Child's name _____
--------------------

Total number of days requested: .....

Attendance rate : .....%

Previous number of days absent this academic year .....

Number of authorised absences - sessions .....

Number of unauthorised absences – sessions .....

**Governors' decision**

Authorised

Not authorised

Parents seen by Headteacher? .....

Reasons for decision

.....

.....

.....

Signed ..... date .....

**Headteacher**