



The Priory CE VA Primary School

Application for a Voluntary Leave of Absence during Term Time

Name of Child: _____ Class: _____

Absence on/from: _____ to _____ (inclusive)

Reason for absence: Holiday Medical Performance/Exam/Audition
Other

(Supporting Statement – *please continue on a separate piece of paper and attach*):

Parent/Carer Signature: _____ Date: _____

Please note that voluntary absence should be taken only in **exceptional circumstances**. Amendments to the 2006 regulations make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. Teachers are not authorised to give and mark extra work during a voluntary absence.

If you take your child out of school without permission the absence will be recorded as an unauthorised leave of absence, which may result in a request being made to the Local Education Authority to issue a Fixed Penalty Notice.

School Use Only:

Your recent request for a voluntary absence has / has not been approved.

If approved the voluntary absence will result in [] sessions marked as: _____

If not approved and time taken the absence will result in [] sessions marked unauthorised.

Signed: _____ on behalf of the Governing Body Date: _____

Office Use Only:

Sims updated _____ Code _____ Initials _____ Date _____