

# Horningsham Primary School

## Leave of Absence Request Form



**Taking your child out of school during term time may impact on your child's progress.  
Please refer to our Attendance Policy on our website for further details.**

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances. Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence. Penalty Notices may be issued for 10 sessions of unauthorised Leave of Absence during term time.

<b>Name of child:</b>					
<b>Child's Date of birth:</b>		<b>Class</b>	<b>Robins</b>	<b>Woodpeckers</b>	<b>Owls</b>

<b>Date of first day of absence:</b>		<b>Date of Return to school:</b>		<b>Number of school days requested:</b>		<b>Number of sessions requested:</b> <small>(2 sessions per day)</small>	
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**Exceptional Circumstances (reason) for Leave of Absence during term time:**

<b>Parent/Carer completing this form:</b>		<b>Date form Completed:</b>	
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### For school use only:

<b>Total sessions absent this academic year:</b>		<b>Current Attendance %:</b>	
<b>Total unauthorised absence this year:</b>			
<b>Request authorised:</b>		<b>Reason for visit not being authorised:</b>	
<b>Yes</b>	<b>No</b>		
<b>Signed by Headteacher:</b>		<b>Date signed:</b>	
<b>Attendance code to be used:</b>		<b>Total unauthorised sessions:</b>	

*Please be aware that 10 unauthorised sessions may result in a penalty notice. Please see our Attendance Policy for further information. If we have concerns about your child's attendance then we will be in touch to organise a meeting to help you in supporting your child's school attendance.*