**2025 – 2026**

**Leave of Absence request in term time**

**Section A**

To be completed by the Parent/Carer at least 2 weeks in advance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Child: | Class | Date of birth | Address | Tel no. |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

Leave of absence dates: From: ……………………………………. To …………………………………………………

My child(ren) will return to school on: …………………………………………………………………………..

Total number of days

Destination ……………………………………….

*(NB – This is for child protection reasons ensuring all our children are safeguarded)*

**Declaration:**

I understand that this holiday request may be authorised or not authorised and the Headteacher will use her discretion in making the decision based on my child’s circumstances.

Parent/Carer ……………………………………………………………

|  |  |  |
| --- | --- | --- |
| **Green** | 100% | Not missing any lessons. |
| 99% | Equivalent of missing approx.10 lessons. |
| 98% | Equivalent of missing approx. 20 lessons. |
| 97% | Equivalent of missing approx. 30 lessons. |
| **Amber** | 96% | Equivalent of missing approx. 8 days of school. |
| 95% | Equivalent of missing approx. 2 weeks of school. |
| 93% | Missing 14 days of school. |
| **Red** | 92% and below | Missing more than 3 weeks of Education. |

**Section B**

To be completed by the Head Teacher within at least 1 week from the request.

Name of pupil: ………………………………………………………………………………………………………………..

Reasons for refusal to authorise absence

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Reasons for authorising ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

The Headteacher has authorised/unauthorised (\* delete) the following holiday request for the reasons specified above.

Headteacher’s Signature ……………………………………………………………….

*Please note: The school office will inform you whether the request has been authorised/not authorised by the headteacher.*