



Atwood Primary Academy

Application for Leave of Absence

Please note that there is no automatic right for pupils to be granted authorised absence for family holidays. Atwood Primary Academy considers every request for holiday leave in relation to the individual pupil's attendance and educational attainment.

Regular attendance is an important factor in your child's performance at school. Please think carefully before deciding to request leave of absence.

Pupil Details		
First Name	Last Name	Date of Birth
Address		Class

Absence Requested:		
From (date)	To (date)	Return Date:
Reason for term time request Please note that evidence will be required eg flight confirmation, booking confirmation, funeral order of service, wedding invitation, appt letter etc		

Parent/Carer Details	
First Name	Last Name
Relationship:	Address if different from child:
Signature	Date

This is an example of the number of lessons your child will miss. Remember these will not be repeated.

1 days absence = 5 lessons missed
 3 days absence = 15 lessons missed
 1 weeks absence = 25 lessons missed
 2 weeks absence = 50 lessons missed

The school does not have to agree to a holiday during term time, although we have the power to do so. If we agree, it is important that your child comes back to school promptly on the agreed date. If a pupil fails to return on the agreed date and the school is not informed of the reason we may report your child as missing in Education.

Holiday absences which have not been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

For School Use Only:	Date:	Authorised: <input type="checkbox"/>
Current Attendance:	Last year Attendance:	Unauthorised: <input type="checkbox"/>
Previous Holiday Leave this Academic Year:	Last year Holiday Leave:	Code issued:
Comments:		EWO Recommendation: