



Everyone

Smiles

Here.

Esh Church of England Primary School.

Head Teacher :- Mr R Ward

Tel. & Fax. 0191 3731324

e-mail: r.ward102@durhamlearning.net

Application for leave of absence during school term time

From September 2013, headteachers' right to authorise holiday leave for pupils during term time was removed and no holidays can be authorised. However, we do understand that there are 'exceptional circumstances' under which a parent may legitimately request leave of absence for a child (eg funeral). If you would like to apply for leave of absence for your child/children, please complete and return this form as soon as you can before the absence. You will be notified in writing of our decision.

We understand that some parents will still take their children on holiday during term time and would ask that, **so we know where children are**, you also complete and return this form.

SECTION A:

This section must be completed by the parent / carer and this application form forwarded to the head teacher as early as possible before the absence.

Names of Pupils:

- 1. Class:
- 2. Class:
- 3. Class:
- 4. Class:

Reason for absence:

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Absence dates: From:To: Number of days absent from school:

Signed: Parent/Carer Date:

SECTION B: TO BE COMPLETED BY THE SCHOOL

Name of child:				
Percentage attendance this school year (Please note: below 94% is low attendance)				

The absence will / will not be authorised.

Signed: Head Teacher Date:

Reasons for any refusal:

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