# DARELL PRIMARY AND NURSERY SCHOOL

## APPLICATION FOR LEAVE OF ABSENCE

**Name of child (ren):**  _____

**Class or classes:**  _____

**Destination:**  _____

**First date of child's absence:**  _____

**Date child will be back at school:**  _____

**Reason for absence:**  _____

_____

_____

I understand that I am **NOT** entitled to any leave of absence during term time.  I understand that any absence from school will be recorded by the school as unauthorised, unless the Head Teacher has authorised the absence before departure because of **exceptional circumstances,** such as family bereavement.  Inability to obtain a standby seat on a return flight, for example, will not be acceptable.  Holidays taken during term time <u>cannot</u> be authorised.

I understand that because of the School Attendance Regulations, the Head Teacher will be obliged to remove my child's name from the school roll if s/he does not return to school within ten school days of the date given above.  I also understand that it is impossible to guarantee that a place will be available in the school upon return.

**I accept responsibility for providing my child's education during the time that s/he is absent from school. The parent/carer is responsible for providing this work, not the school.**

**Signed**: _____ **Date**: _____

**Please print name:** _____
(Mother/Father/Registered Carer)

---

**For office use only:**

Date application received: _____

Signed by Head Teacher:
_____

| | |
|---|---|
| Total number of days requested for absence: | Number of requests for absence **2020/2021:** ☐ |
| Number of days **authorised** by Head Teacher: ☐ | **Parental condoned truancy.** Number of days **unauthorised** absence: ☐ |
| Form copied for teacher (s) ☐ | Form copied for parent / registered carer ☐ |
| _____ _____ | Recorded on Arbor ☐ |

| Total unauthorised absence |
|---|