



Winterbourne Valley CE VA First School Application for leave of absence during term time

By law parents do not have a right to take their children out of school for holidays during term time, such applications will be refused. You must ask permission for your child to miss school. All schools in the Dorchester Area Schools Partnership have agreed to follow a common policy on granting leave of absence, but it is up to the headteacher of each school to decide whether or not the absence will be authorised. Children's present attendance levels will be taken into account when making a decision. Further details as to the school's policy for authorising 'leave of absence' are available on the school website or from the School Office.

To be completed by parent/guardian

Date of Application.....

Surname of child		First name			
Date of birth		Class			
Surname of parent/guardian		First name			
Address					
Telephone number					
Length of absence (school days)		From (date)		To (date)	
Reason for absence request					
Has (s)he already had leave during term-time this school year? (If so, please give dates and number of school days leave)					Yes / No
Did (s)he have leave of absence during term-time in the previous school year?					Yes / No

To be completed by school

Child's current attendance, over previous 12 month period. (to be completed by school)		
Is his/her attendance already below 90% for the previous 12 month period?		Yes / No
Leave of absence	(i) approved <input type="text"/> school days (ii) not approved <input type="text"/> school days	
Date of Meeting with Parent		
Headteacher comment		
Headteacher signature		