



REQUEST FOR PUPIL ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES

Please read the notes below, fully complete and return this form to the school office.

Please complete this form if you wish to apply for leave of absence during term time for your child. Applications should be received as far in advance as possible prior to start of the time you wish to request absence for.

Please note that under the Education Act 1996 parents are responsible for making sure that their children of compulsory school age receive a full-time education. Unauthorised absence from school may be discussed with the school attendance team and could result in legal action.

In line with Government guidance, permission to take holidays cannot be given during term time. However, in exceptional circumstances permission for leave may be granted.

Taking pupils out of school during term time will lead to them missing out on important learning opportunities. Studies have proved that time missed from learning has a detrimental effect on GCSE grades, even when time is taken before GCSE studies have begun. Attendance is continually monitored at Lockyer's Middle School and it is the expectation of all children in education to aspire to an attendance figure of 100%. Any absence taken during term time will impact upon your child's learning and attendance figures.

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Name(s) of pupil: _____ Class: _____
_____ Class: _____

I wish to apply for my child to be absent from education on the following dates:

Date of last day at school: _____ Date of return to school: _____

Total number of school days missed: _____

Reasons for absence including why this time cannot be taken during the school holiday period:

Please continue on reverse if required.

Signature: Parent/Guardian _____ Date ____ / ____ / ____

