



# Senacre Wood Primary School

## APPLICATION FOR LEAVE OF ABSENCE

**Every day counts**  
**Good attendance in school = Good progress**

**The Government has made amendments to the Education Regulations 2006 to begin 1<sup>st</sup> September 2013, promoting good attendance and reducing absences, including persistent absences. It states that Head teachers may not grant any leave of absence for holidays during term time unless there are "exceptional circumstances."**

\*\* Complete one form per family

Name of Child	D.O.B	Year Group

HOME ADDRESS OF CHILD/CHILDREN	PARENT/CARER NAMES	CONTACT NUMBER

I wish to apply for my child/children to be absent from school during the following dates :-

Date of first absence \_\_\_\_\_ Date of return to school \_\_\_\_\_

Total number of days to be missed \_\_\_\_\_ (one day equals 2 sessions)

Reason for absence from school :

If a child has unauthorised absence for ten or more sessions (equivalent to five school days) in a rolling 50 day period, a penalty notice could be served.

Number of sessions absent \_\_\_\_\_ (School to complete)

