

# Ramsgate Holy Trinity C.E. (Aided) Primary School



## APPLICATION FOR LEAVE OF ABSENCE

**It is necessary for the approval of the School Governors to be obtained to authorise a child's absence.**

Leave of Absence is not a right and may not be granted. There is a legal requirement for parents to ensure children attend School for 190 days per academic year and if leave of absence is granted, not more than two weeks may be granted in any one year.

The parent or guardian is requested to complete this form and forward it, **two weeks before the proposed period of absence**, to the Headteacher of the school.

I wish my child ..... Class.....

to be absent from school from ..... to.....

Please state the reason for absence, giving as much information as possible, to help the Governors in their decision-making. Please include why leave cannot be taken during the school holiday period.

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Date..... Signature of Parent/Guardian.....



## Ramsgate Holy Trinity C.E. (Aided) Primary School

### LEAVE OF ABSENCE

The Governors hereby note the absence notification from school for:

Name of child ..... Class.....

Absence from school ..... to .....

Number of authorised absences (since beginning of academic year) .....

Number of unauthorised absences .....

Signed on behalf of the school Governors ..... Date .....

This absence will be recorded as [ ] authorised [ ] unauthorised.

**Office use only**

Total number of days requested

Attendance rate in the past 50 school days

this year

Previous number of absence days this academic year

Number of unauthorised absences

**Governors' decision:**

Permission granted

Permission not granted

Reasons for decision

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Signed on behalf of the school Governors ..... Date.....