



## Blean Primary School

### APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

<b>Pupil Name:</b>			
<b>Class:</b>			
<b>Date leave requested</b>	From:	To:	
<b>Total number of school days requested:</b>			
<b>If less than one day put in times</b>	From:	am/pm	To: am/pm
Reason for taking time off during term time			Please tick
<b>Medical</b> – <i>please attach an appointment card or with compliments slip</i>			
<b>Dental</b> – <i>please attach an appointment card or with compliments slip</i>			
<b>School Visit</b> – <i>Provide details and reason for the visit</i>			
<b>Time off for religious observance</b> <i>Provide details</i>			
<b>Other</b> – <i>Please specify and provide supporting documents</i>			
<p>At Blean School we expect pupils to be at school, on time and ready to learn for every day of the school academic year. We aim for every child to achieve a minimum of 97% for attendance. Pupils with absence of just 3% miss approximately 37 hours of schooling each year.</p> <p>Please consider the implications carefully before taking your child out of school during term time.</p>			
<b>Parent signature:</b>			
<b>Date:</b>			
<b>Office use only</b>			
<b>Attendance</b>	<b>15-16:</b>	<b>16-17:</b>	<b>17-18:</b>
<b>Previous holiday in term time: 15-16:</b>		<b>16-17:</b>	<b>17-18:</b>
<b>Request approved by Headteacher</b>			
<b>Not approved by Headteacher</b>			
<b>Penalty Notice request</b>			