



## MEADLANDS PRIMARY SCHOOL REQUEST FOR LEAVE FOR EXCEPTIONAL CIRCUMSTANCES FOR PUPILS IN YR TO Y6

We discourage families from taking medical, dental appointments or family holidays during term time unless there are exceptional circumstances.

Any absence from school has an effect on your child's education.

Changes of the Education Regulations 2006 mean the Headteacher may no longer grant any leave of absence during term time unless there are exceptional circumstances.

However, complete this form if you want to take your child out of school during term time for any of the following reasons:

Please tick the reason for request:

- hospital appointment     GP appointment     Dentist     other medical
- bereavement/funeral     religious observance     Interview e.g. secondary school visit
- music exam     county or national sport (as participant)
- other reason \_\_\_\_\_

The Attendance Officer will look at a request to authorise an absence taking the following criteria into account:

- Reason for absence indicated above
- The child's school attendance and punctuality history (no absence will be authorised for children with less than 96.5% attendance in the previous and current academic year unless there are exceptional circumstances)
- The likely impact on the child's education
- The absence is authorised in advance

Name of Pupil (s): ..... Year: .....  
.....

Dates requested for absence:

Date From: ..... to: ..... Number of actual school days [ ]  
AM only [ ]    PM only [ ]    during School [ ] will be collected at: .....

Please give full details of the reason for absence and why the absence has to be during the school day / term time:

.....  
.....

Please also attach any supporting information to support the application e.g. *outpatient letter, detail of exam etc.*

Signature of Parent/Carer: ..... Contact No: .....

**For Office Use only: Head Teacher's Comments/Authorisation**

.....  
.....

Current attendance figure: ..... Our attendance expectation is: 96.5%

The absence will be:    AUTHORISED [ ]    UNAUTHORISED [ ]    Code [ ]

Referred to the Education Welfare Officer? Yes / No

Signed: ..... Date: .....

**For Office Use Only**

Part 1 (to be completed prior to passing to Head Teac

Part 2 Office action

- Record absence on IntegrisG2 notes [ ]
- Send copy to parent/carers [ ]
- File form in green pupil folder [ ]