



*Bringing learning to life both inside and out!*

### Application for Leave of Absence From School

Reigate Priory Junior School firmly believes that all children benefit from regular school attendance. A full and uninterrupted presence gives children the opportunity fulfil their academic and social potential but also contributes significantly to establishing a positive learning and work ethic.

The school recognises the importance of school holidays (12 weeks per year) for children to rest, recuperate and enjoy spending quality time together as a family. However, term time is for learning therefore it is not acceptable for children to miss school.

If a family needs to request absence in term-time then an Application for Leave of Absence Form must be completed at least two weeks before the leave date and include adequate explanation to why the leave is necessary.

The Headteacher will not grant any leave of absence during term time unless there are 'exceptional circumstances,' restricting it to absences for events such as weddings and funerals of immediate family members. No leave will be authorised if the child's attendance is less than 95%. Please note that absences for holiday (any or part) and/or events at sibling's schools, shopping trips or birthdays are not acceptable.

Should a parent choose to disregard the school's decision then that is their choice and responsibility. However, regular and significant absence may initiate involvement with the Education Welfare Officer and result in possible fines and legal action.

Name of pupil: \_\_\_\_\_ Class: \_\_\_\_\_

I wish to apply for my child to be absent from school for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_ (incl).

Reason for Absence:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Reply Slip: Application for Leave of Absence from School

Name of pupil: \_\_\_\_\_ Class: \_\_\_\_\_

Total number of days: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

Your application for Leave of Absence:

- Has been authorised.
- Has not been authorised and will be recorded as unauthorised absence.

Comment:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_