



FIRST TOWER SCHOOL



Leave of absence during term time request form

PUPIL NAME (First and Surname)			
D.O.B.			
CLASS			
HOME ADDRESS			
POST CODE			
PARENT CONTACT NUMBER	WORK		
	HOME		

NUMBER OF SCHOOL DAYS REQUESTED Do not include SAT/SUN	DAYS IN TOTAL	FROM DAY / MONTH / YR	TO DAY / /MONTH / YR
REASON FOR REQUEST			
HAS YOUR CHILD HAD ANY OTHER HOLIDAY REQUESTS SINCE JOINING FIRST TOWER	YES / NO	IF YES PLEASE GIVE DATES :	
HAS YOUR CHILD EXCEEDED 10 DAYS SINCE JOINING FIRST TOWER	YES / NO		

Signed (Parent/Guardian)..... Date

FOR OFFICE USE ONLY	
PERMISSION GRANTED / PERMISSION DECLINED	
REASON:	
SIGNED :	DATE:

It is CYPES policy that children should attend school unless they are unwell or if the absence is unavoidable through circumstances beyond the family's control. Current guidance states that leave will not be granted unless there are **exceptional** circumstances which might justify authorisation. In order to obtain permission parents are reminded that:

1. Adequate notice is required for applications to be processed.
2. Holiday bookings should not be confirmed prior to gaining approval.
3. All applications should be made in writing, on the form above, to the Headteacher.

The school appreciates that some parents are unable to take holiday leave during the school holidays and may wish to apply for holiday leave for their child/ren. Such requests should be balanced against the requirement to attend school and the need to complete curriculum work. Whilst on holiday in term time it is parents' responsibility to ensure appropriate study is completed by their child. There will be certain times when holiday requests will not be granted e.g. during exam time, poor attendance record. If request for holiday leave is declined parents have the right to appeal to the Director of Education.

Schools are required to report attendance figures which are carefully monitored. A child's absence during term time can seriously disrupt their continuity of learning with the consequent risk of underachievement. You will therefore understand the careful consideration we need to give these requests.