



THORNBOROUGH INFANT SCHOOL

Application for Leave of Absence

Regulation 7 – Education (Pupil Registration) (England) (Amendment) Regulations 2013. Regular attendance of students at school is a legal requirement under Section 7 of the Education Act 1996.



Name of School:	I request permission from the Governing Body of Thornborough Infant School for my child to be granted leave of absence for the dates and reasons given below
Name of Pupil:	_____ Class: _____ <i>(Please note, a separate form must be completed for each child in the family)</i>
Dates of Absence:	From: _____ To: _____
Reason for Absence:	Please give a detailed reason why this request should be considered _____ _____ _____ _____ continue overleaf
Signed: _____	Dated: _____
Print name: _____	Contact No: _____

This completed form must be submitted to the Headteacher not less than one month before the proposed period of absence. We strongly advise parents discuss the application with the class teacher before submission. The Governing Body will consider your request and will consider your child's attendance record. If permission is refused, any absence for the above period will be recorded as unauthorised absence and will appear as such on your child's end of year record.

**Having a good education will help to give your child the best possible start in life.
If your child is absent for any period, they will miss essential elements of their learning programme.**

Thank you for your request for leave of absence.

Unfortunately, we have been unable to grant this absence because:

Absence during term time is not authorised

Holidays within term time are no longer authorised

This absence request has been authorised due to the exceptional circumstances

Signed: _____

Chair of Governors, Thornborough Infant School