



Greenside Primary School, Westville Road, London W12 9PTc

Inspire Nurture Challenge

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APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Important information for parents/carers – please read before completing this form

[Government guidance](#) states that schools should only grant leave of absence during term time in **exceptional circumstances**. Each request will be considered individually and on a case-by-case basis. Where leave is granted, the Headteacher will determine the number of school days that may be authorised.

Family holidays and other absences for leisure or recreation would not normally be considered exceptional circumstances.

Requests must be made in advance. If a request is not made before the absence takes place, the school may be unable to consider the individual circumstances and the absence may be recorded as unauthorised.

Regular attendance is essential to children's education, wellbeing and progress. If you are experiencing difficulties with your child's attendance, please speak to us so that we can support you.

CHILD'S DETAILS

Name(s)	
Year group(s) / class(es)	

DETAILS OF THE ABSENCE

First day of absence	
Last day of absence	
Expected date of return	
Total number of school days requested	

Please explain the reason for this request, including any relevant supporting information or evidence:

PARENT/CARER DECLARATION

I am requesting the above leave of absence. I understand that leave during term time will only be authorised in exceptional circumstances and that submitting this form does not mean that the request has been approved.

I understand that if the request is not authorised and my child is absent, the absence will be recorded as unauthorised and may result in further action in line with the school's attendance procedures and national guidance.

Parent/Carer name	Signature	Date

FOR SCHOOL USE ONLY

Date request received	
No. of school days requested	
Decision	☐ Authorised ☐ Unauthorised ☐ Partially authorised
Reason for decision	
Headteacher	
Signature	
Date	