



Ridgeway Primary Academy Leave of Absence Request Form

Please note: the school expects that all parents/carers will ensure that their child attends school as often as possible. Good attendance is an important factor in a child making good progress at school.

I understand that there may be exceptional circumstances where a holiday can only be taken during term time. In these circumstances, I am able to authorise up to ten days holiday absence. I will only consider agreeing to this absence where a child's attendance at school is at least 90%. Please do not consider requesting holiday absence if your child's attendance is below 90%.

I do communicate with the Education Welfare Officer about how we can support parents of children whose attendance is below 90% to improve their child's attendance.

This form should be used for absence of more than 2 days. For absence of less than 2 days, please inform the office.

Children's Names

Class

.....
.....
.....
.....

I am requesting permission for my child/children to be granted authorised absence from..... toa total ofdays

Signed.....Date.....

Please return to the office at least 10 days before the proposed holiday

Absence should be requested before booking a holiday

Request for Absence

Reply

Request for absence from:

..... to

Names of children:

.....class..... attendance rates (this year).....

.....class..... attendance rates (this year).....

.....class..... attendance rates (this year).....

.....class..... attendance rates (this year).....

Reply from the Headteacher

I am able to give permission

I am unable to give permission