



Burbage Junior School

Grove Road, Burbage, Hinckley, Leicestershire, LE10 2AD
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Executive Headteacher
Mrs. Z. Driver, BA Hons

Deputy Headteacher
Mrs. P. Melanaphy, BMus Hons

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Parents/carers are requested to complete this form in order to seek permission to absent their child from school during term time.

Please note, DFE regulations now state absence for holidays can no longer be authorised by head teachers except in the most exceptional circumstances. Any absence for term-time holiday will need to be coded as unauthorised.

It is not necessary to complete this form in the case of illness or medical/legal appointments.

Child's name Class

We request permission for my child to be absent from school from:

To Inclusive

Reason for absence:.....
.....

PLEASE NOTE THAT ALL ADULTS / CARERS WITH PARENTAL RESPONSIBILITY NEED TO SIGN THIS FORM.

Signed:..... Relationship to child:.....

Tel..... Date.....

Signed:..... Relationship to child:.....

Tel..... Date.....

Office use only:

Number of half days absence requested above	
Number of half days already taken/booked this school year	
Total number of half days absence this school year	

Current Attendance %

Absence resulting from this request should be recorded as: **AUTHORISED / UNAUTHORISED**

Signed..... (Executive Headteacher)

Holiday in Term Time Refusal letter – sent to parents/carers	Yes/No	
Referral to EWO (re.financing)	Yes/No	

