



Application for Absence from School

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Education Authority expects all parents/guardians to ensure their child attends school whenever possible as term-time absence hinders academic attainment. As there are several weeks of school holidays, term time holiday is only authorised in exceptional circumstances.

If you wish to apply for your child to be absent from school, please complete this form and return it to school at **least two weeks** before the intended departure.

To: The Headteacher of Kingham Primary School

I request leave of absence to be granted to:

Year:

From date:

Time:

To date:

Time:

Please give the reason for requesting absence during term time:

My child will require a school lunch. Lunch choice from current menu:

My child will not require a school lunch.

Signed:

Date:

School Use Only: (staff to initial as seen)

1. Headteacher:

2. Office:

Authorised / unauthorised

To the parent of:

Year:

Your request for leave of absence from:
has been authorised / is unauthorised.

to:

Kingham Primary School aims to achieve 98% or above for our annual attendance.
Your child's current attendance is %

Mr Nicholas Prockter, Headteacher