

PAXCROFT PRIMARY SCHOOL

Ashton Street, Trowbridge, Wiltshire, BA14 7EB

Application for Leave of Absence**Taking your child out of school during term time may harm your child's academic progress.**

When a child is not at school we are required by law to record his/her absence as authorised or unauthorised. An authorised absence is generally something that is unavoidable, such as illness, an appointment with the dentist or hospital or a sudden family crisis.

Absences due to holiday in term time or other family reasons may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please be aware that Penalty Notices for unauthorised leave of absence during term time will now be automatically requested from the local authority when unauthorised absences of 10 or more sessions (5 school days) are taken in any 10-week period in the academic year.

Mr Ashley Barrington-Wilding – Headteacher

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return to School	
Number of Days requested	
Reason	

Signature of Parent/Guardian: _____ **Date:** _____
SEPARATED PARENTS

If you are a separated parent applying for holiday this form must also be signed by the parent with whom the child resides.

Signed: _____ **Date:** _____
For school use:

Attendance %:

Total sessions pupil absent this academic year:

Authorised / Unauthorised

Signed (Headteacher): _____

Class Log Blue Log.....

Code:

Letter sent: Reply received: