



Lytchett Matravers Primary School

APPLICATION FOR ABSENCE FROM SCHOOL

Important information for parents/carers

- Lytchett Matravers Primary School will not grant any leave of absence during term time, except in exceptional circumstances. In exceptional circumstances, as decided by the Headteacher, parents/guardians may be given permission to take their child/children out of school during term time. An application must be submitted in advance of the absence and the Headteacher's decision is final.

- In line with Local Authority policy, parents/guardians who take their child out of school in term time for the purposes of a holiday will be fined £60, if the days missed equate to or exceeds 5 full days (or 10 half days) in the course of a single year. Both of the child's parents/guardians will receive the £60 fine. Where families contain more than one poorly attending pupil multiple fines may be issued. The Headteacher will use discretion regarding who receives a fine where families include step-parents or where a parent who is separated from their spouse takes a child on holiday without agreement of the partner.

I wish to apply for leave of absence from school:

Name of child/children: _____

Class(es) _____:

Date of proposed absence: From: _____ To: _____

Reason for proposed absence: _____

Total days requested in this application: _____

Total days taken previously this academic year: _____

Signature of Parent/Carer: _____ Date: _____

Please print name : _____

For School Use

Timetable & Register checked? _____ Class teacher Consulted? _____

Previous holiday checked? _____ Current Attendance% _____