



## Kibworth CE Primary School

### REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

<b>Please could I apply to authorise absence for:</b>	Name _____ Class _____ Name _____ Class _____		
<b>I request authorisation for my child/children to be absent from school due to:</b> <b>Please Note:</b> By Law, Schools are unable to authorise any request for absence relating to holidays in term time, unless under exceptional circumstances. If you feel your circumstances are exceptional, please complete this form and attach a detailed letter to the Head Teacher outlining the exceptional circumstances.			
	Immediate family member's bereavement, crisis, serious illness or funeral		
	Wedding of immediate family member (please provide evidence)		
	Religious observance (please specify)		
	Service personnel about to go on deployment (please provide letter from the Commanding Officer)		
	To participate as a competitor at a sporting event / competition (please provide evidence from organising body)		
	Examinations (please provide evidence from organising body)		
	Medical appointments for half a day or longer (Please evidence for absences of half a day or longer)		
	Other (please specify)		
<i>*Half a day is defined as being from morning registration until lunch time, or from lunch time until the end of the school day</i>			
<b>Date From:</b>	<b>To:</b>		
<b>Time From:</b>	<b>To:</b>		
<b>Name of Parent/Carer:</b>	<b>Address:</b>		
I/We understand that the school is not obliged to authorise this request. <b>Signature of Parent/Carer:</b>			
<b>FOR OFFICE USE ONLY</b>			
<b>Percentage attendance:</b>	<b>Date received by office:</b>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; padding: 5px;"><b>Absence Authorised</b></td> <td style="width: 50%; border: none; padding: 5px;"><b>Absence Not Authorised</b></td> </tr> </table>		<b>Absence Authorised</b>	<b>Absence Not Authorised</b>
<b>Absence Authorised</b>	<b>Absence Not Authorised</b>		
<b>Signed by Head teacher</b>	<b>Date:</b>		