**STUDENT LEAVE OF ABSENCE REQUEST**

**To be completed by Parent/Carer (with Parental Responsibility for the child)**

All Parents/Carers are reminded that they have a responsibility to ensure that their child attends school regularly. The school sets a minimum expectation of 97% attendance for all students.

**Parents/Carers are strongly advised NOT to take family holidays during term time.** Leave of absence notification forms must be completed. **Please note:** Non-urgent medical appointments should not be arranged for during school hours (8:30am – 3:00pm). Where this is unavoidable students must attend school before and after their appointment. We **do not** authorise full days for medical appointments. **If you remove your child during Term Time to go on holiday, Salford City Council will issue you with a Penalty Notice.**

I request (student name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student form) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be allowed to be absent from school (dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Other siblings that this request affects are:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Medical / hospital appointment  (**please attach a copy of appointment letter**) |  | Family Wedding / Funeral |  |
| Religious Observance |  | Approved Sporting / Educational / Perf Arts Activity (**please attach a copy of paperwork**) |  |
| Holiday |  | Other    Please specific reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Please provide further details of the absence below.

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|  |

Signed: (Parent/Carer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form must be returned to Miss Thomas (Whole School Attendance Lead)**

*For school use only:*

Current attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% Absence: authorised / unauthorised *(please circle)*

Absence code given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recorded on Arbor: Reply Letter sent:

Principal OR nominated member of staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_