 West Tyne Church Schools Federation



Greenhead CE Primary School, Greenhead,

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Executive Head Teacher: Mr Mike Glenton NPQH, MEd, BSc (Hons) Assistant Head Teacher: Mrs Sherry Makepeace BSc (Hons)

# Request for Leave of Absence During Term Time

This form should be completed and submitted within two weeks of the start of the proposed absence.

Under 2024 guidelines, the school is not able to grant leaves of absence for the purposes of family holidays. Schools are no longer able to record an absence as ‘authorised holiday’ and DfE guidance states:- “*Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance”. (Working Together to Improve School Attendance, 2024)*

Requests for leave will not be granted in the following circumstances:

* Immediately before and during statutory assessment periods
* When a pupil’s attendance record shows any unauthorised absence
* Where a pupil’s authorised absence record is already above **10 percent** for any reason

Please attach a copy of appointment letter/card in the case of medical/dental appointments.

|  |  |
| --- | --- |
| Name of child: |  |
| Class: |  |
| Name of parent: |  |
| Address: |  |
| Start date of proposed leave of absence: |  |
| End date of proposed leave of absence: |  |
| Reason for request: | |

Signed:…………………………………………..parent/carer Date:……………………………

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For school use:

Current Attendance:

Approved / Not approved (please delete as appropriate)

Signed…………………………………………………………..(M. Glenton)