



Glebe Primary School

Head Teacher: Mrs M Penney MA, BA (Hons), PGCE

Sussex Road, Ickenham, Uxbridge, Middlesex, UB10 8PH

Special Leave of Absence in Term Time Request

This form should be completed and returned **no less than 4 weeks** before the planned absence.

PLEASE DO NOT BOOK YOUR HOLIDAY UNTIL YOU KNOW THAT THE SCHOOL WILL AUTHORISE YOUR CHILD'S ABSENCE

Please understand that following changes in 2013 to the Education Regulations 2006, schools are only able to authorise absences in term time **under exceptional circumstances**. Before completing this form, please read the school's Attendance Policy. A hard copy is available via the school office or the latest edition can be accessed via the school's website

<https://www.glebe.hillingdon.sch.uk/page/?title=Attendance+%26amp%3B+Behaviour+Policies&pid=101>

I would like to take my child/ren out of school on the following dates:

Date of Last day at School: Date of Return to School:

Total number of school days missed:

The reason I am requesting this special leave of absence be taken in term time and not in the usual 13 weeks allocated is because:-

.....
.....
.....
.....

Child's Name Class (*Current % Attendance

Child's Name Class (*Current % Attendance

Child's Name Class (*Current % Attendance

*will be completed by the welfare officer

Do you expect to be taking any more term time holidays this academic year? Please give reasons

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I make an application for my child/children named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Signed by parent/carer..... Date