



# METHERINGHAM PRIMARY SCHOOL

Headteacher: Mrs L Duggin

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## Leave request in Term Time

Only complete this form when you have read the Guidelines for 'Absence from School for Exceptional Circumstances'. It is essential that this form is returned to the School Office two weeks before the requested period of absence. Completion of this form does not necessarily mean that permission will be granted. You will be notified in writing of any decision made.

**No leave of absence will be granted during term time unless there are exceptional circumstances.**

### STUDENT/PUPIL DETAILS

NAME OF PUPIL/S	CLASS	YEAR GROUP

I request permission for my child to be absent from :-

First day of absence from school	Date of return to school	Total number of school days absent

Please detail below the reason for your request for absence from school during term time and provide any supporting documents. The Headteacher will not be able to consider your request without your supporting documents

(please attach any supporting documents to this form)

### Declaration

I have read the Absence from School for Exceptional Circumstances Information for Parents and I understand that I/we may receive a penalty notice if my/our child receives an unauthorised school absence as a result of this request.

Signed:  
(Parent/Carer)

Date:

### For Office use Only

No. of days requested	No of days already authorised this academic year	Current attendance percentage this academic year	Days requested and authorised last academic year

The school has considered your request for leave of absence and your child's absence will be recorded as follows:-

Number of Authorised days:	Number of Unauthorised days:	Number of Unauthorised Days to date:

Signed: Headteacher Date

