



Upminster Infant School



Upminster Junior School

**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME**

Please refer to our Attendance Policy before completing this form.

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The school regards absences as a very serious concern and there is an overwhelming connection between those students who are frequently absent and those who go on to underachieve in examinations. The school will only grant leave in term time in the most exceptional circumstances. Leave taken without permission of the Head Teacher will be recorded as unauthorised. Requests for holidays will not be authorised, and you may be liable for a Penalty Notice in this instance.

Pupil's name.....

Class.....

**Upminster Infant School / Upminster Junior School \* *delete as appropriate***

Please give the full reason for asking for leave of absence during term time:

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

Date of absence from ..... to .....inclusive

Total number of days absent from school :

I have read and understood the above information.

Signed..... (Parent / Carer)

***To be completed by the school***

Leave: authorised / unauthorised

Signature of Head Teacher

Penalty Notice to be issued: Yes / No

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Further evidence required prior to authorisation:.....