



Amanda Hough  
Headteacher

## APPLICATION FOR EMERGENCY LEAVE OF ABSENCE EMERGENCY LEAVE ONLY (March 2019 updated)

If you would like to request leave during term time for an emergency please complete this form. Leave will only be authorised for **exceptional circumstances in line** with the admission and attendance policy.

If the **Head Teacher** approves this additional absence, your child will be expected to return on the date specified on this form. Failure to do so will result in any extra time being classified as **unauthorised absence**.

In line with Government legislation and the school's Admission and Attendance Policy a Fixed Penalty Notice may be issue if your child has 10 sessions or more (5 school days or more) of unauthorised absence.

As the children already have 13 weeks holiday during the year, holiday requests will not be authorised.

### To be completed by parent

<b>Name:</b>	<b>Class:</b>
I request that the above named child/(ren) be granted leave of absence for the following reason Please state): <b>Holiday requests will not be authorised</b>	
<b>Date From:</b>	<b>Date To:</b>
<b>Number of school days:</b>	<b>Date back in school:</b>
<b>Number of sessions :</b>	
<b>Signature of parent/carer:</b>	<b>Date:</b>

### To be completed by school

Number of days agreed		Code	Authorised by Head Teacher	Yes / No
Number of days not agreed		Code	Met with Head Teacher	Yes / No

HeadTeacher's recommendations (eg, if declined):

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Signed:..... Head Teacher

Date:.....

### FOR SCHOOL USE

Pupil % attendance last year	
No. of authorised sessions last year	
No. of unauthorised sessions last year	

Pupil % attendance this year	
No. of authorised sessions this year	
No. of unauthorised sessions this year	

### Holidays last year

No. of days	Authorised	Unauthorised

### Previous holidays this year

No. of days	Authorised	Unauthorised



St Luke's Church of England School, Cookham Road, Maidenhead, Berks, SL6 7EG  
Tel: 01628 621600, E-mail: office@st-lukesprimary.com Website: www.st-lukesprimary.com

