

**St. George's C of E Primary School**  
 Pound Lane, Semington  
 Wiltshire, BA14 6LP  
 Tel: 01380 870243  
 admin@st-georges-semington.wilts.sch.uk



**Head teacher: Mrs Helen Biles-Wood**

*I can do all things through Christ who strengthens me.*

## Leave of Absence Request Form

**Taking your child out of school during term time may harm your child's academic progress.**

As agreed with the Melksham Area Headteacher Cluster and in accordance with Wiltshire Council guidelines, Leave of Absence taken during term time will be Unauthorised. However, schools may agree up to 10 days Leave of Absence in special circumstances with consideration being given to pupil's attendance, attainment and public examinations. In these circumstances absences may only be authorised at the discretion of the Headteacher.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time. Please note that school is required to send Wiltshire Council notice of unauthorised absence if a pupil has 10 half day sessions (5 days) of unauthorised absence, due to holidays, within a six month period of a school year. It is then the decision of Wiltshire Council as to whether to issue a Fixed Penalty Notice or not.

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return to school	
Number of Days requested	
Known siblings and schools attending	

Reason for Leave of Absence to be taken during term time:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Request authorised: YES  NO

**For school use only:**

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Signed by Headteacher \_\_\_\_\_ Date \_\_\_\_\_