



Redborne Upper School and Community College



Alameda Middle School



Woodland Middle School



The Firs Lower School



Flitwick Lower School



Kingsmoor Lower School



Maulden Lower School



Russell Lower School



Templefield Lower School

## APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM TIME

As a parent or carer, please complete this form and return it to the school office AT LEAST TWO WEEKS before the date when you want the period of absence to start. Before the decision is made, the following factors are considered: Attendance %, clash with exam dates, educational progress and other educational factors.

Pupil's Full Name: ..... Date of Birth: ..... Form: .....

Period of absence for ..... days from: ..... to: ..... (inclusive)

Reason for Absence (please explain the exceptional circumstances why it MUST be in term time, if required please attach additional sheets with evidence from your employer)

Name: ..... Relationship to student: .....

Signed: ..... Date: .....

Please indicate if your child has siblings in any of our Redborne Partnership schools

The Firs	<input type="checkbox"/>	Russell	<input type="checkbox"/>	Maulden	<input type="checkbox"/>	Alameda	<input type="checkbox"/>
Templefield	<input type="checkbox"/>	Kingsmoor	<input type="checkbox"/>	Flitwick	<input type="checkbox"/>	Woodland	<input type="checkbox"/>
Redborne	<input type="checkbox"/>						

### Sections below to be completed by school staff only

Current Attendance .....% Previous absence checked

### Decision Regarding Request For Leave Of Absence In Term Time

Number of days requested:- .....

Absence request authorised

Absence request unauthorised

Absence request can be partly authorised

Reason for decision (if appropriate) .....

Signed:- ..... Head Teacher

Please note:- Amendments to the 2006 regulations, enacted in September 2013, remove all references to family holidays and extended leave as well as to the threshold of 10 school days. The amendments make it clear that headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances. For further information contact Martin Smith, Access and Inclusion Service, on 0300 300 6995.