



# Dunkirk Primary and Nursery School

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## LEAVE REQUEST FORM

**Time off school for leave of absence is not a right**

<b>CHILD'S FIRST NAME:</b>	
<b>CHILD'S SURNAME:</b>	
<b>CLASS:</b>	
DATE OF LEAVE REQUESTED	
<b>From:</b> <i>(First date of Absence)</i>	
<b>To:</b> <i>(Last date of Absence)</i>	
<b>Number of days absent from school:</b>	

REASON FOR TAKING LEAVE IN SCHOOL TIME:		
Please give further information and attach any evidence e.g. Visa application/Medical information.		
<b>Religious observance (1 day per observance/maximum 3 days per school year )</b>		
<b>Visa/passport application</b>		
<b>Service personnel</b>		
<b>Exceptional family emergency</b>		
<b>Other</b>		

Please note:

- Approval should be sought **one month before leave of absence is booked**, as permission may not be granted by the school unless the pupil's attendance in the previous two terms is **over 95%**.
- Leave which is taken for the following reasons cannot be authorised: (a) Holidays. (b) Extended family visits/illness.
- A week off school could cost your child up to a 20% loss of attendance!
- Unauthorised attendance below 90% triggers notification to the Education Welfare Service.
- If a pupil is taken out of school for leave of absence which is unauthorised, a referral will be made to the Education Welfare Service. This can trigger a statutory penalty notice and a fine.

Name.....	Date of application:
Signature..... <i>(Parent/Carer)</i>	

<b>OFFICE USE ONLY</b>		
<b>Date received</b>		
<b>Date letter sent to applicant</b>		
<b>Application made 1 month in advance</b>		
<b>Attendance over 95%</b>		
<b>Unauthorised absence and reasons</b>		
<b>Authorised absence and reasons</b>		
<b>Term time leave taken in last school year</b>		
<b>AUTHORISED</b>		
<b>UNAUTHORISED</b>		

**Signature of Head  
Teacher or  
attendance officer**

**Date**