



# Newtown Linford Primary School



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## Special Leave Request Form

Child/rens' names and Year Group/s	First date of absence
	Last date of absence
	Total number of days

### Reason for Special Leave Request

(The cheaper cost of holidays in term time will not be an acceptable reason for an application)

### To be completed by the School Office

Our records show that to date your child has been absent .....days during the current academic year giving them an attendance of .....%. Last year their attendance was.....%

This request does/doesn't meet Newtown Linford Primary School's criteria for Special Leave. Taking this into account along with your child's previous attendance as outlined above,

- Your request for Special Leave is granted and your child's absence will be authorised.
- Your request for Special Leave is not granted. If your child is absent on this occasion their absence will be unauthorised.
- Your request for Special Leave is not granted. If your child is absent on this occasion their absence will be referred to the LA for a Penalty Notice in relation to an unauthorised family holiday during term time.

### Justification

Code

Signed