



# Harnham Infant & Junior Schools

Saxon Road, Harnham, Salisbury, Wiltshire, SP2 8JZ



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Headteacher: Miss N Dorrington  
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## Request for Absence Form

Taking your child out of school during term time may harm their academic progress. Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances. Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Name of Child(ren)	Name(s)	Class(es)
Siblings at Other Schools	Name(s)	School(s)
Date of First Day of Requested Absence		
Date of Proposed Return		
Requested Number of Days		

When we let you know if the leave is authorised or not we will send you the Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Exceptional Circumstances (reason) for Leave of Absence during term time:

.....  
.....  
.....  
.....

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

Parent/Carer: \_\_\_\_\_

**For school use:** Attendance%: \_\_\_\_\_ Total sessions pupil absent this academic year: \_\_\_\_\_  
Total unauthorised absence this year: \_\_\_\_\_ Request authorised: Y/N

### To be completed by the Headteacher and Retained by the School/entered onto Register

Leave of Absence is APPROVED (The Absence will be recorded as authorised)  Leave of Absence is NOT APPROVED (If taken, the Absence will be recorded as unauthorised)

Signed: \_\_\_\_\_ (Headteacher)

### Completed by the Headteacher and Returned to the Parents/Guardians of

Class \_\_\_\_\_

Thank-you for your application for leave of absence from \_\_\_\_\_ to \_\_\_\_\_ and having considered your application carefully, my decision is:

Leave of Absence is APPROVED (The Absence will be recorded as authorised)  Leave of Absence is NOT APPROVED (If taken, the Absence will be recorded as unauthorised)

Absences have to be recorded as authorised or unauthorised in the School Register, and the child's Annual Report. The School is required to publish annual statistics on authorised and unauthorised absence.

Signed: \_\_\_\_\_ (Headteacher)