



The Bythams Primary School
Creeton Road, Little Bytham
Grantham, Lincs NG33 4PX

01780 410275

office@bythams.lincs.sch.uk

Headteacher: Mr Martin Sutton

APPLICATION FOR PUPIL'S LEAVE OF ABSENCE

Children should not miss time from school as this may affect their educational achievement, however, we understand there will be instances when this is unavoidable, for example attendance at parents' or older siblings' graduation ceremonies or family funerals.

The Headteacher, acting on behalf of the Governing Body, can authorise leave of absence for exceptional circumstances, but this does not include family holidays. This authorisation is not statutory and is at the Headteacher's discretion.

Unauthorised absence of more than 4 ½ days in any 6 week period could result in a parental fine. If you feel there are exceptional circumstances, please submit further information below.

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Name of Pupil _____ Class _____

I wish to apply for leave of absence for my child
from: _____ to: _____ Total number of days = _____

Signed _____
(parent/carer)

This form must be completed and forwarded to the Headteacher of the school at least two weeks in advance of when the period of absence is desired.

Number of days authorised Signed:(Headteacher)
Date: _____

Number of days unauthorised Signed: (Headteacher)
Date: _____

