



# Thurton

Church of England VC Primary School

Thurton Church of England  
VC Primary School

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t. 01508 480335

**Headteacher:**

Mr Jonathan Barber

**Deputy Head:**

Mrs Esther Scorey

**Acting Chair of Governors:**

Mrs Sorrel Kelly

**Rector:**

Revd. Chris Ellis

## APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Our aim is for every pupil's attendance to be 100% unless there are exceptional or unavoidable reasons for absence.

I have read the information supplied with this form and wish to apply for leave of absence from school for:

Child's Full Name:	Date of Birth:	Class:
Parent/Carer Details (please list all parents)		
First Parent Full Name:		
Date of Birth:	Relationship to the child:	
Address and postcode:		
Telephone number:		
Second Parent Full Name:		
Date of Birth:	Relationship to the child:	
Address and postcode:		
Telephone number:		
In the case of a term time holiday please confirm which parent is taking the holiday:		
Siblings: Please provide the name of any siblings and the school that they attend		
Child's Full Name:	Date of Birth:	School:
Date of First day of absence:	Date of last day of absence:	
Total Number of days absent:	Expected date of return to school:	

**Please provide the reason for this request including supporting evidence:**

**Please read the following statement and sign to indicate you understand the this:**

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied, and my child is absent during this period. I understand that a fine will be payable per parent, per child.

I have read and understood Norfolk County Council's information regarding penalty notices for absence from school and the action they may take.

<b>Signed:</b>		<b>Full Name:</b>		<b>Date:</b>	
<b>Signed:</b>		<b>Full Name:</b>		<b>Date:</b>	

**To be completed by the school:**

<b>Date request received by the school:</b>		<b>Total number of days requested:</b>	
<input type="checkbox"/>	To approve your application and record the absence as authorised.	<input type="checkbox"/>	Not to approve your application and the absence will therefore be recorded as unauthorised. If your child goes on to take this leave of absence, it may be reported to the Local Authority and could lead to legal intervention in the form of a Fixed Penalty Notice.
<b>Headteacher:</b>	Mr Jonathan Barber		
<b>Signed:</b>		<b>Date:</b>	