



**Blewbury Endowed C of E Primary School**  
 Westbrook Street, Blewbury, Didcot, Oxon. OX11 9QB  
 Telephone: (01235) 850411



**Jo Reeder** Head of School: head.3248@blewbury.oxon.sch.uk

### Application for leave of Absence

If you wish to apply for your child to be absent from school in term time, this must be requested in advance by parents/guardians for the Headteacher's authorisation. Under new guidance from central government schools can only authorise leave during term time in exceptional circumstances. Leave taken without permission will be recorded as unauthorised.

<b>Child's Name 1:</b>	<b>Class:</b>
<b>Child's Name 2:</b>	<b>Class:</b>
<b>Child's Name 3:</b>	<b>Class:</b>

Proposed Date From:		Proposed Date of return to school:		Proposed Number of Term Days Missed:	
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In the space below, please explain the special circumstances to support your request for absence during term time:		
Parent's/Guardian's Name:	Signature:	Date:

Please complete this form and return to the school office at least two weeks before the proposed period of absence. [office.3248@blewbury.oxon.sch.uk](mailto:office.3248@blewbury.oxon.sch.uk)

**Office Use Only:**

<b>Absence Code:</b>	<b>P/G Informed of Decision: Y/N</b>	<b>P/G contacted by Phone to discuss: Y/N</b>	<b>P/G invite to school to meet with Headteacher: Y/N</b>	<b>Headteacher Signature:</b>
<b>Attendance Percentage to date/current academic year</b>		<b>Child 1</b>	<b>Child 2</b>	<b>Child 3</b>