



# Battle Primary School

Cranbury Road, Reading RG30 2TD  
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Headteacher: Mrs H T Parish

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

Please read notes below and complete all sections of the form.

This form is to be completed and forwarded to the Head Teacher of the school. Parents have a legal duty to ensure their child/ren's regular attendance at school. The school's Governing Body have decided that **NO** holidays will be authorised in term time.

**Please be aware that if you take your child out of school for an unauthorised holiday during term time, you may be issued with a Fixed Penalty Notice.**

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I request leave of absence for:

Name \_\_\_\_\_ Teacher's Name/Class \_\_\_\_\_

From(first day of absence) \_\_\_\_\_ to(last day of absence) \_\_\_\_\_

Date \_\_\_\_\_ Signature of Parent/Guardian \_\_\_\_\_

Reason for leave: \_\_\_\_\_

My child's punctuality and attendance are both good? Yes/No

**Decision:** Authorised/Unauthorised Absence Signed \_\_\_\_\_ Headteacher

Reason: \_\_\_\_\_

Office Use only: Attendance % \_\_\_\_\_ Punctuality \_\_\_\_\_

### Reply slip to be given to parent LEAVE REQUEST.

Pupil Name: \_\_\_\_\_ Class \_\_\_\_\_

The absence will be recorded as Authorised absence/Unauthorised absence

Reason: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Headteacher

