



REQUEST FOR LEAVE OF ABSENCE

Absence from school directly affects your child's learning. However, we recognise that sometimes there are exceptional circumstances for which time off is needed.

The school will consider the reason and the length of time required, family circumstances, the impact on the pupil's education and the overall attendance of the pupil, when granting leave for the purpose of the holiday.

Absences will be recorded as UNAUTHORISED when any of the following apply:

- Parents do not make the request with at least one weeks notice
- The circumstances are not considered to be exceptional
- The child already has a high record of absence
- Absences are unexplained or suspicious

Please complete section 1 below and you will receive a copy of this from when it has been authorised. It will be sent home to you by 'satchel post' with your child.

Section 1

I/We request leave of absence from school for:

Child's Name _____ Class _____

From (First day of holiday) _____

until (Last day of holiday) _____ (dates)

Reasons for absence _____

The circumstances of this request are: _____

Signed _____ Date _____

For office use

Percentage attendance _____ No. of unauthorised absences _____

Class Teacher _____

Your request for leave has been authorised/unauthorised

Signed _____ (Office) Date _____