



REQUEST FOR LEAVE OF ABSENCE

Absence during term time will only be authorised IN EXCEPTIONAL CIRCUMSTANCES. Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.

Proposed Dates of Absence From: _____ To: _____ (inclusive)

I request permission from the school's Governing Body for my child:

Name: _____ Class: _____

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence (please continue on reverse if necessary):

Signature of Parent/Guardian: _____ Date: _____

The completed form should be submitted to the Head Teacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the class teacher before submission. The Governing Body will carefully consider your request and may take your child's attendance record into Account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.

For Office Use:	
Academic Year	2015.16
Total no. of sessions /absences to date	/
No. of authorised absences to date	

