



Queniborough C.E. Primary School
Coppice Lane, Queniborough, Leicester, LE7 3DR
 "A little school with a big heart!"

Telephone: 0116 2606700

Fax: 0116 2606500

e-mail: office@quenischool.org.uk

Headteacher: Mrs. Joy Hardy

Chair of Governors: Mrs. Rita Laughton

EXCEPTIONAL CIRCUMSTANCE ABSENCE APPLICATION FORM
2013 - 2014

Name of Child:	Class
Date of Absence from:	To:

Please note:

- **There is no right** to leave or occasional days off during term time.
- Our school governors have taken the decision not to grant leave during the month of September when the children are settling into new classes.
- Requests will be refused if your child already has a poor record of attendance i.e. below 90% or during SATs/Optional SATs weeks which take place in May.
- Any leave taken without approval in advance will be marked as 'unauthorised absence'.
- Unauthorised absences are reviewed by the DfE and may be referred to the Education Welfare Officer.

Please indicate the **exceptional** circumstances for this absence being taken during school time.

Date:.....

Signed.....

There are only **190** statutory school days in one year.

There are **175** days (weekends and school holidays) available to use for holidays, which would not have a negative effect on your child's education.

Every School Day Counts!

