

Parc Eglos Leave of Absence Request Form



'Cornwall County Council Education Department recognises that regular school attendance is essential. Children need to enjoy their time in school and make the most of the opportunities available to them. . . Time missed at school can lead to gaps in knowledge that become difficult to fill.'
Education Welfare Service, Is your Child at School Today? (A Guide for Parents & Carers)

Please complete this form and return it to the school office prior to absence.
Absences taken without notification / approval will be marked as unauthorised.

Name of Child:	Class:
Extenuating Circumstances for Absence :	
<p>Parents are reminded that HOLIDAYS SHOULD NOT BE TAKEN DURING TERM TIME & similarly that ROUTINE DENTAL / MEDICAL APPOINTMENTS SHOULD BE BOOKED OUTSIDE OF SCHOOL HOURS.</p> <p>Please be aware that, if your child's attendance is poor, it is unlikely that the school will be able to grant permission for an absence and that no leave of absence can be granted during SATs exams or the first two weeks of the start of term, in accordance with County Guidance. Thank-you.</p>	
Date absence from :	Date to :
Signed (Parent/Carer) :	Date :

Office use only	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved
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Parc Eglos Leave of Absence Request Form Return Slip

Dear Parent / Carer,

Child's name _____ Class _____

Attendance _____ % Leave of Absence Requested for _____ sessions

- Due to exceptional circumstances, leave of absence has been authorised.
- Please make an appointment to discuss this request further.
- On this occasion, I am unable to authorise leave of absence as requested.

Brett Dye - Headteacher
Jayne Banner – Deputy Headteacher