



Warbstow C.P. School

Warbstow Community Primary School  
Warbstow, Launceston, Cornwall, PL15 8UP  
Telephone: 01566 781388

Email: [dominique.dyer@warbstow.org.uk](mailto:dominique.dyer@warbstow.org.uk) and [stuart.ellis@warbstow.org.uk](mailto:stuart.ellis@warbstow.org.uk)

Senior Head of School: Mrs D Dyer

Head of School: Mr S Ellis

## **LEAVE OF ABSENCE FORM**

**Please complete one form for each ABSENCE**

**Please read this section before completing the rest of this form.**

Following government changes to leave of absence and holidays for children during term time, the head teacher's discretionary power for leave of absence may only be granted in **exceptional circumstances**.

The government states that parents should not take their family holiday during term time. All holidays taken in term time will be recorded as unauthorised absence.

**Unauthorised absences** are listed on centrally held pupil records; our schools attendance figures are monitored closely by Cornwall education authority and OFSTED.

All requests for leave of absence will be carefully considered by your head of school Mr Ellis.

### **Exceptional Circumstances agreed by the school/Academy**

- Graduation ceremonies or weddings of a parent, grandparent or sibling – normally one day will be authorised. Sensible consideration will be given to additional days depending on the distance that has to be travelled
- Dealing with a sudden family emergency or crisis involving close family members such as a parent, sibling or grandparent.
- Hospital, dental or other medical appointments that are unavoidably in school time.
- Sporting, musical, dramatic or other activities for students performing at an exceptional level
- Visits to other schools, that students may be attending in the future
- Days of religious observation

Examples of when an absence will not be authorised:

- To care for other family members
- Birthdays
- Family holiday
- Weddings abroad
- Travel problems

For further information visit the following page on the Dfe website

<http://www.education.gov.uk/popularquestions/a005551/can-i-take-my-child-on-holiday-in-term-time?>

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Senior Head of School: Mrs D Dyer  
Head of School: Mr S Ellis

**Please return the form to the office for the attention of Mr Ellis**

**Name of Student** .....

**Year Group:** .....

**Dates Of Requested Absence: From:** ..... **To:** .....

Please complete the Reason for Absence request and tick the appropriate box below where appropriate:

**Reason for Absence request:**

.....  
.....  
.....  
.....

Dealing with a sudden family emergency or crisis involving close family members such as a parent, sibling or grandparent. The head teacher will discuss with the parent the amount of time that will be authorised based on the circumstances.

Sporting, musical, dramatic or other activities for students performing at an exceptional level. The head teacher will discuss with the parent the amount of time that will be authorised based on the circumstances.

Visits to other schools that students may be attending in the future – normally one day will be authorised.

Graduation ceremonies or weddings of a parent, grandparent or sibling – normally one day will be authorised.

Days of religious observation - normally one day will be authorised.

Hospital, dental or other medical appointments that are unavoidably in school time – normally half a day or a full day will be authorised.

Signed (Parent/Guardian): .....

Print Name: .....

Date: .....





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Senior Head of School: Mrs D Dyer  
Head of School: Mr S Ellis

**Copy to parents/carers**

To be completed by the Head of school

**Name of Student** .....

**Year Group:** .....

Current attendance =                      %.

The requested absence is to be treated as:

**authorised**           

**unauthorised**       

**Reason:**.....

.....  
.....  
.....  
.....

**Signed:** ..... **Date:** .....

