



'Working together so all may flourish'



Heytesbury Church of England Aided Primary School  
Greenlands, Heytesbury, Warminster, Wiltshire BA12 0EA  
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Head Teacher: Mrs Carole Godfrey  
Executive Head: Stuart Porter

**LEAVE OF ABSENCE REQUEST FORM**

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorized at the discretion of the Headteacher in **EXCEPTIONAL** circumstances.

Circumstances which are notified to the school or Local Authority **AFTER** a decision has been made by the Headteacher will **NOT** be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Name of child(ren)	
Date of birth	
Class	
Date of first day of absence	
Date of return	
Number of days requested	
Known siblings and school (s) attending	

Exceptional Circumstances (reason) for leave of absence during term time :

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Signed \_\_\_\_\_ (parent/carer) Date \_\_\_\_\_

SCHOOL USE:  
Attendance %  
Total sessions pupil absent this academic year:  
Total unauthorized absence this year:  
Request authorized:? YES / NO