

CHERRY TREE PRIMARY SCHOOL

Leave of Absence Request Form



Headteacher: Mrs Helen Graham

Phone: 01925 755885

School Business Manager: Mrs Polly Matthews

Fax: 01925 754285

Full school attendance is vital for your child's educational progress and the local authority expects all parents and carers to ensure their children attend school whenever possible. As a parent or carer you are strongly urged to avoid booking holidays, appointments or visits overseas during term-time. If, however, it is **absolutely unavoidable** then you should fill in this form and return it to the Headteacher.

The law states that the Headteacher has the discretionary power to grant leave of absence **in exceptional circumstances**. In line with Warrington policy guidelines, although this is not an exhaustive list, exceptional circumstances would include:

1. A close/immediate family member is seriously/terminally ill and the holiday proposed is likely to be the last such holiday.
2. There has been a death or significant trauma in the immediate family and a holiday may help the child cope with the situation.
3. The wedding or funeral of a parent or member of the close/immediate family
4. For permission to be granted under these criteria, **attendance over the previous twenty weeks would need to be over 95%**. At a maximum, leave may only be granted for one single absence of up to 10 school days. If permission has **not been granted** then any leave taken will be recorded as **unauthorised**. Any unauthorised absence will appear in both the school register and in your child's report.

Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

TO BE COMPLETED BY PARENT (this section is retained by school)

Today's Date:	Name(s) of Child (Children):	Class:
Date of first day of absence:	Date of return to school:	Number of school days missed:
Reason for Absence (If you believe your circumstances to be exceptional, please give as much detail as possible, using the reverse of this page if necessary. Alternatively please make an appointment to see Mrs Graham to discuss your request.)		
Signed	Parent/Carer	
SCHOOL USE ONLY Absence coded as: AUTHORISED <input type="checkbox"/> UNAUTHORISED <input type="checkbox"/>		

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THIS SECTION TO BE COMPLETED BY THE SCHOOL OFFICE AND RETURNED TO PARENT

ABSENCE REQUEST REPLY TO:		
Re: Child/Children:		
Your Request for absence re: dates:		
Has been coded as:	Authorised	Unauthorised <small>(Thank you for informing us your child/children will be absent from school. Unfortunately, under the guidelines from the LA we are unable to authorise this request).</small>
Signed	Mrs H Graham, Head Teacher	