

Holystone Primary School

LEAVE OF ABSENCE PERMISSION REQUEST

To: The Headteacher, Holystone Primary School

I, the parent of guardian of:

Name: _____ Class: _____

Address: _____

Request permission that he / she be granted _____ days leave of absence from school.

From: _____ Return: _____

for the reasons stated below*.

Signature of Parent / Guardian: _____ Date: _____

- Due to amendments to DfE Attendance Regulations, from September 2013 headteachers may **NOT** grant any leave of absence during term time (**including family holidays**) unless there are **EXCEPTIONAL** circumstances. **Therefore leave of absence for holidays in term time will no longer be granted from 1st September 2013.**
- Headteachers can determine the number of school days a child can be away from school **if** the leave is granted.

*Details of exceptional circumstances which require leave of absence:

(Why leave of absence is requested in term time)

You will be advised of the school's decision in writing.

- Please note that any absence from school during term time will seriously disrupt the continuity of your child's learning and will have an impact on their present and future achievement.
- If leave of absence is taken **without** permission from the headteacher it will be marked as **unauthorised**. Under government guidelines any absence marked as **unauthorised** can lead to involvement of the Education Welfare Service in persistent cases of poor attendance.
- Schools may delete a pupil from roll who fails to return within 10 school days of any agreed return date unless there is a genuine reason for continued absence, such as illness.

OFFICE USE ONLY:

CLASS TEACHER: _____

AUTHORISED DAYS: _____ UNAUTHORISED DAYS: _____

HEADTEACHER: _____

RETURN TO SCHOOL OFFICE WHEN COMPLETED