



# Alderbury and West Grimstead CE VA Primary School

## 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 authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances. The Local Authority describe exceptional circumstances as leave for family funerals or weddings only, and allow one day travel either side of the event. 'Exceptional' is also advised to be understood as a 'one-off' event and not an annual holiday arrangement. Absences are counted per session, which means 1 school day is equal to two sessions. Absences of 10 or more sequential sessions (5 days) will result in a fine for unauthorised absence as detailed in the attached information.

*Prior **authorisation** is not needed for sickness, medical appointments, operations and other similar circumstances but we do need to be informed beforehand of any of these circumstances. A note explaining the absence, with evidence, is required on return to school. We always appreciate communication regarding these circumstances so we can support you and your child appropriately*

**EXCEPTIONAL circumstances **no longer cover:****

- Holidays of any description
- Husband/wife work patterns necessitating taking holidays in term times
- Family Birthday Celebrations
- Visiting relative abroad

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.

Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time which is displayed on the notice board outside both site school offices and is attached to this form for your convenience.

<b>Name of Child(ren)</b>	
<b>Date of Birth</b>	
<b>Class</b>	
<b>Date of First Day of Absence</b>	
<b>Date of Return to school</b>	
<b>Number of Days requested</b>	

<b><u>Exceptional Circumstances (reason) for Leave of Absence during term time:</u></b>

Signed ..... Date .....

**For school use:** Request authorised: Yes/No

Signed .....(Headteacher) Date.....