

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

Mrs Bean may not grant any leave of absence (Holiday) during term time unless there are exceptional circumstances. There is **No entitlement** to take your child out of school for a holiday in term time. Mrs Bean and the Governing Committee will determine whether the parent's reason for requesting leave of absence in term time amount to exceptional circumstances.

PUPIL'S NAME:	CLASS:	ADDRESS:
FIRST DATE OF ABSENCE:		LAST DATE OF ABSENCE:
REASON FOR LEAVE OF ABSENCE REQUEST:		
SUPPORTING EVIDENCE FOR EXCEPTIONAL CIRCUMSTANCES:		
SIGNED: (Parent/Carer)		DATE:

It is important to have read and understood the school's policy on attendance, which is found on the website or available from the school office.

Any unauthorised absence taken will be subject to referral to Education Welfare and may incur a Penalty Notice Fine.

SCHOOL OFFICE USE ONLY	
DATE RECEIVED:	AMOUNT OF TIME REQUESTED:
RECEIVED BY:	PASSED TO:
AUTHORISED <input type="checkbox"/> UNAUTHORISED <input type="checkbox"/>	SIGNATURE: