

LEAVE OF ABSENCE REQUEST FORM

Full school attendance is vital for your child’s educational progress and attainment. Parents or carers of children of compulsory school age have a legal duty to ensure that their children receive efficient, full time education by attendance at school or otherwise (Education Act 1996).

Absence during term-time will only be authorised in **exceptional circumstances**, and will be at the discretion of the Head Teacher.

Please complete this form and return to the school office as soon as possible before the requested period of absence.

Child’s name:		Date of Birth:		Year Group:	
Child’s name:		Date of Birth:		Year Group:	
Child’s name:		Date of Birth:		Year Group:	

Period of absence requested:	From:	To:	Total number of school days:
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Please give reasons for the absence request:

Do you have children in other local schools? Please give details.	Child’s name:		School attending:	
	Child’s name:		School attending:	
	Child’s name:		School attending:	
	Child’s name:		School attending:	

Parents/carers name:		Signed:		Date:	
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For School use only		
authorised / unauthorised (delete as appropriate)	Signed: Name:	Date: