



Request for Exceptional Leave of Absence during Term Time

Dear Parents and Carers

The main aim of our Attendance and Punctuality Policy is to emphasise the importance of and, to secure from families and pupils, maximum attendance at school to enable them to take full advantage of their educational opportunities.

In line with the new amendment to the Education Act '**headteachers may not grant any leave of absence during term time**'. All holidays taken during term time are classified as unauthorised. If parents decide to take their child / ren out of school during term time they must inform the school in writing. Although holiday requests will be unauthorised parents may use the form overleaf to inform the school of the dates when their child will be absent. This ensures safeguarding procedures are met and all the children are accounted for everyday. If parents feel their request for leave during term time is due to exceptional circumstances then they need to complete the form over leaf and make an appointment to discuss the matter with the head teacher.

A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of under achievement, which you and we must seek to avoid.

We appreciate your support in this matter.

Yours sincerely

on behalf of the school's Governing body

NB: The Educational Entitlement Team may impose fines for absences which are deemed unauthorised.

Request for Exceptional Leave of Absence during Term Time

To the head teacher
I hereby request leave of absence to be granted to:

..... class:.....
 class:.....
 class:.....

The first day of absence from school to be:

The last day of absence from school to be:

Total number of school days to be missed:

Reasons why leave of absence is requested during school term time:

.....

Signature: Date:
 (Person with parental responsibility)

Reply Slip

Child's name: Class:% pupil attendance:

Child's name: Class:% pupil attendance:

Child's name: Class:% pupil attendance:

- Leave of absence has been authorised for days.
- On this occasion I am unable to authorise leave of absence as requested.

Signed:
 Head teacher Irchester Community Primary School