



Every child's a star



## **COSTOCK C of E PRIMARY SCHOOL REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME FOR EXCEPTIONAL CIRUMSTANCES**

Dear Parent / Carer

**Please read this information before completing the form on the reverse and returning it to the school office a minimum of 4 weeks prior to the required absence.**

As I am sure you appreciate, regular school attendance is essential for pupils to maximise their educational opportunities. Interruptions in school attendance disrupt their education and can make it difficult for them to catch up on missed work, feel settled and involved in school.

It is the school's responsibility to provide the best education possible. We can only do this if our pupils attend regularly.

Current government guidance and regulation states that the Head Teacher **may** consider authorising for a student to be absent from school in **exceptional circumstances**, however Head Teachers are not expected to class any term time holiday as exceptional. Please bear in mind that there are 13 weeks in the year when family holidays can take place. The guidance goes on to state that schools should consider each request individually taking into account all the circumstances based on the evidence presented.

Please also note the following:

- Any request must be on the form on the reverse and submitted at least 4 weeks in advance
- Do not make any bookings / plans before your request has been considered
- A written response will be provided following your request

May I therefore ask that you respect the regulations, the schools attendance policy and consider the information above before deciding whether to make a request. If you do decide to make a request, please make it very clear how the circumstances are exceptional. Please also note that should the school decide not to grant leave of absence and you still take your child out of school, the absence will be recorded as unauthorised.

Jane Mellor  
Headteacher



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### COSTOCK C of E PRIMARY SCHOOL

## REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME FOR EXCEPTIONAL CIRCUMSTANCES

**Form to be returned to the school office with a minimum of four weeks' notice**

Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Name of Pupil .....	Class .....
Address.....	
Please detail below the <b>exceptional circumstance</b> for why you are requesting to take your child out of school. You may be invited into school to discuss your request with the Headteacher. (please attach any supporting evidence)	
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Leave of absence requested from date:..... to date .....	
Number of schools days that your child will be absent from school .....	
Signature .....	Date
Name of Parent/Carer .....	.....
<i>I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.</i>	

#### **For School Use:**

Date received:	Academic year for leave of absence:	% attendance current academic year:
Leave of absence authorised / unauthorised		
Signed (Head Teacher): .....		
Register annotated:	Electronic records updated:	