

St Keyna Primary School- Pupil absence request for exceptional circumstances

Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. Please complete this form and send to the Headteacher. You are advised not to make arrangements until your request has been considered by the school. Absence which has not been agreed in advance by the Headteacher is marked as "unauthorised absence" and may result in a penalty notice being issued.

I wish to apply for (Child/Children's names);

Class names;

I am requesting for the absence of my child/children to be authorised as being absent from school from:

_____ to _____

The **exceptional** reason why the absence needs to be taken in term time is:

SCHOOL USE ONLY			
Attendance officer		Headteacher	
% Attendance		Authorised (Y/N)	
% Unauthorised		Penalty Notice (Y/N)	
Number of unauthorised sessions		Code	
Previous holiday request		Signed:	

Dear Parent/Guardian,

Re: _____ (Child's name)

Further to your recent request for leave absence.

Leave of absence authorised between _____ and _____

Please ensure that your child returns to school promptly following your holiday as failure to do so can result in their removal from the school roll.

Leave of absence refused. Any absence from school between _____ and _____

will be marked as unauthorised and referred to the Attendance Welfare Support Service who may issue a Penalty Notice of up to £160.

Signed: _____ (Headteacher) Date: _____