

Cunningham Hill Junior School



REQUEST FOR LEAVE OF ABSENCE DUE TO EXCEPTIONAL CIRCUMSTANCES

Authorisation for leave of absence for term-time holiday will only be granted in exceptional circumstances and at the discretion of the Headteacher.

If authorisation is not given, any absence for holidays will be recorded as unauthorised and this information will be passed onto the Attendance Improvement Officer. If the number of unauthorised absence sessions reach 15 or more in the current and/or previous term you are in breach of the regulations and the Local Authority may issue you with a penalty notice.

NAME OF CHILD/REN: _____ CLASS: _____

DATES OF PROPOSED ABSENCE: FROM: _____ TO: _____

NUMBER OF SCHOOL DAYS ABSENT: _____

DETAILS OF EXCEPTIONAL CIRCUMSTANCES REQUIRING LEAVE FROM SCHOOL:

EVIDENCE PROVIDED:

TO BE COMPLETED BY HEADTEACHER:

PERMISSION GIVEN FOR PROPOSED ABSENCE FROM SCHOOL: YES / NO

REASON IF NOT AUTHORISED:

SIGNED: _____ DATE: _____