

Abbey Primary School

Request for leave of absence during term time

Your child/children should not be taken on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances.

Each request will be considered individually, considering the circumstances of the request, any supporting evidence provided and your child's current attendance record.

Your child's absence will be unauthorised if not considered exceptional. This may lead to your child being referred to the Attendance and Welfare Officer with the possibility of statutory action and a fine.

Name of child: **Class:**

First day of absence until (date of return to school)

Please outline below the exceptional circumstance you think warrants this leave of absence: attach appropriate evidence i.e. letter from employer, details of significant event. Thank you.

I understand that if I take my child out of school for more than 4 days and it is not authorised, I will receive a penalty notice which is issued by the Local Authority. Please see Abbey's attendance policy on the website for more information.

Signed: Date:

To be completed by Mrs Stirling-Williams / Mrs Bedforth

Thank you for your request for leave of absence during term time

You have requested days absence.

- I am in agreement this is for exceptional reasons and have authorised this leave.
- Your request for term time absence has been carefully considered but unfortunately the reasons are not considered exceptional.

Signature **Date:**