



Leave of Absence Request Form

Please be reminded that amendments to the 2006 regulations remove references to family holiday and extended leave. The amendments set out that headteachers **may not grant any leave of absence during term time unless there are "exceptional circumstances."** Parents should be aware of the impact absence from school will have on their child's education, particularly in terms of the continuity of learning.

Child's name/s:	Year/s:
Dates of requested leave of absence:	Total number of days:
Reason for requesting leave of absence:	
Parent/Carer's name:	Date:

All requests for leave of absence should be made as soon as you are aware of a forthcoming event which will entail your child being absent from school during term time.

Dear Parent/Carer,

Re: (Child's Name/s)

<input type="checkbox"/>	In line with school policy, we are able to grant the above request and will adjust the register accordingly. Your child's/children's absence will be recorded as authorised, on this occasion.
<input type="checkbox"/>	In line with school policy, we are unable to grant the above request on this occasion.

Mrs Gillian Hood
Headteacher