

REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

Absence from school can disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return.

The Department for Education says '*headteachers may not grant any leave of absence during term time unless exceptional circumstance*'.

Each request will be considered on an individual basis.

I would like to take my child(ren) _____ out of school

from _____ to _____

Please provide the school with an exceptional circumstance for the request:

Signed: _____ (Parent/Guardian)

Relationship to Child: _____

Authorised/non-authorised by: _____ (Head Teacher) Date: _____

Dear Parent/Guardian,

Re: _____ (Child's Name)

Current Attendance data

Further to your request for leave of absence.

Leave of absence authorised between and

Please ensure that your child returns to school promptly following your absence.

Leave of absence refused. Any absence from school between and

will be marked as unauthorised. The child's attendance data will be monitored which could result in a Penalty Notice.

Reason for refusal:

Signed (Headteacher): _____ Date: _____