



## Leave of Absence Request



**GRADE RUAN C of E SCHOOL**

**Leave of Absence Request Form**

Dear Parent/Guardian,

Taking Holiday in Term Time

In September 2013 the law changed and Headteachers are no longer permitted to authorise holiday in term time. I am permitted to authorise Leave of Absence in term time in exceptional circumstances only.

The school year is very short. There are only 190 days on which lessons occur and any absenteeism during this time can affect your child's progress and attainment. The Government expects your child to attend school for 190 days and requires the Headteacher to make sure they do.

Please do not plan a holiday in term time unless there really is no alternative. The school will not approve any term time holiday unless there are exceptional circumstances.

Any holiday taken without the approval of the school will appear as Unauthorised Absence on the child's attendance record. A Fixed Penalty Notice may be issued if holiday is taken in term time without the school's approval.

If you still wish to request permission for a leave of absence in term time, please complete the form overleaf and return it to the office, at least two weeks prior to the intended absence.

**Mrs Jane Talbot**

Head of School

*Please return form to the Office*

Name of Pupil(s) \_\_\_\_\_

Proposed dates: From \_\_\_\_\_ To \_\_\_\_

No of days \_\_\_\_\_

Please explain exceptional circumstances below:

\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Sibling(s) \_\_\_\_\_

Attending (name of other school/s) \_\_\_\_\_

Name of parent/guardian \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

**This form is to be completed by the Parent or Guardian and forwarded to the school office at least 2 weeks prior to the absence.**

For Office Use:

**Child's current attendance ..... %**

Request agreed

Request denied

Attendance

Signed by Headteacher: ..... Date: .....