

Corringham CE Primary School

Application of Exceptional Leave of Absence

A change in Government legislation which came into effect in September 2013, makes clear that head teachers should not grant leave of absence during term time unless the circumstances are exceptional.

Unfortunately, if a request of absence is not considered to be **exceptional**, it cannot be authorised. Should you still choose to take your child(ren) out of school during the dates requested knowing that the absence has not been authorised, the absence will be recorded as unauthorised in the attendance register.

I wish to apply for leave of absence for my child(ren) from:

First day of absence Last day of absence

Total number of days your child(ren) will be absent from school

Name of pupil Class

Name of pupil Class

Name of pupil Class

Please outline the **exceptional** nature of your request attaching any evidence in support of the request to this form:

I understand that if this request is not considered to be exceptional and I choose to take my child(ren) out of school on the date(s) requested, this absence will be recorded as unauthorised in the attendance register. I further acknowledge that this absence may have a detrimental effect on my child(ren)'s progress and acknowledge that the school is unable to take responsibility for this. If appropriate, I will make arrangements to ensure that my child(ren) completes missed work on his/their return.

Signed(Parent/Guardian) Date

For Office Use only

Leave of absence is exceptional and has been granted:

Leave of absence is not considered to be exceptional and has not been granted:

Reason that makes this request exceptional:

Register code to be used for absence:

Signed Head Teacher Date

For Office Use only - Parent Copy

Name of Pupil(s)

Leave of absence is exceptional and has been granted:

Leave of absence is not considered to be exceptional and has not been granted:

Signed Head Teacher Date