

Houghton on the Hill CE Primary School

REQUEST FOR AUTHORISED LEAVE OF ABSENCE

Child's Name:.....Class:.....

Dates Requested: From:..... To:.....

Total Number of Days requested:

Purpose of Leave:.....

Please explain as fully as possible why you feel these circumstances are exceptional.
(you may wish to discuss this in more detail with the headteacher)

Signature of Parent:.....Date:.....

OFFICE USE:

Child's Name:.....Class:.....

Attendance (previous six months) %

Days Authorised:

Signed:..... (HT)

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Dear Parent/Carer,

Child's Name:..... Class:.....

- I am able to authorise you to take your child out of school for days.
- I am unable to give permission for you to take your child(ren) out of school for the following reason(s):

.....

Signature of Headteacher.....Date:.....

GUIDANCE NOTES

- Permission for authorised leave of absence is only granted at the discretion of the headteacher. Parents are encouraged to speak to Mrs Knox in confidence about any issues.
- Parents requesting leave of absence must have sufficient reason why their circumstances are exceptional.
- Requests are likely to be refused during August, September, October and when national tests are due to take place (most usually May for Y2, early June for Y1)
- Requests will be refused if attendance in the previous six months is below 95%. Parents should be aware that late arrivals can and will be recorded as absences in the school's register.