



## The New Forest C.E. (VA) Primary School

### Leave of Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

EXCEPTIONAL circumstances **no longer cover:**

Holidays of any description

Husband/wife work patterns necessitating taking holidays in term times

Family Birthday Celebrations

Visiting relative abroad

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time which is displayed on the notice board outside both site school offices

Holidays should not be booked and paid for until authorisation is received from the school

<b>Name of Child(ren)</b>	
<b>Date of Birth</b>	
<b>Class</b>	
<b>Date of First Day of Absence</b>	
<b>Date of Return to school</b>	
<b>Number of Days requested</b>	

**Exceptional Circumstances (reason) for Leave of Absence during term time:**

Please note that teachers will not be able to provide work for your child while they are absent. This is because class work requires input from the teacher before it can be completed.

Signed ..... Date .....

**For school use:**

Request authorised: Yes/No

Signed .....(Head teacher) Date.....