

NORTHVIEW PRIMARY SCHOOL

APPROVAL FORM FOR PERIOD OF EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME

Name of Child

Date of Birth.....

will be absent from school (give dates)

from to.....

owing to (please give reason for absence).....

.....
As you are aware 10 days leave is the maximum allowed in any one year unless there are exceptional and extenuating circumstances. (Regulation 12 of the Education - Schools and Further Education -1981). Up to 10 days you will need a supporting letter. Over 10 days an appointment needs to be made with the Headteacher. I also understand that if a pupil fails to return within 10 school days of the expiry of the agreed period of absence, and the failure is not due to sickness or any other unavoidable cause his/her name shall be deleted from the admission register (Regulation 9 of the Education – Pupil Registration – Regulation 1995).

Name of Parent/Carer Date.....

Telephone.....

Authorised by Headteacher (Signature)

This form is to be completed by the Parent/Carer and forwarded to the Headteacher for authorisation as soon as possible before the period of absence.