



St. Mary's C. of E. Primary School
Lansdown View, Timsbury, Bath, BA2 0JR
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 Email: stmarystimsbury_pri@bathnes.gov.uk

Headteacher: Miss A. Brown

www.stmarystimsbury.co.uk

LEAVE OF ABSENCE REQUEST: Please use this form from September 2017

Headteachers may NOT grant any leave of absence during term time, including for family holidays, unless there are exceptional circumstances.

As all twenty-three schools in Norton-Radstock have agreed to adopt a standard practice in authorising absence, please indicate below if your request applies to siblings in other schools as we will liaise before making a final decision.

To be completed by Parent/Carer:

I request leave of absence for my child/children named below during the suggested dates:

Name of child/childrenClass.....

Siblings in other schools

Name:School:Year

Absence requested from: until

Reason for request:

Signed: Parent/Carer Date:

To be completed by School Administrator:

	Percentage Attendance this Academic Year
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To be completed by Headteacher:

	Leave of absence is approved due to exceptional circumstances .
	Leave of absence is not approved. Any absence from school between the dates requested will be marked as unauthorised. If your child's attendance is below 95%, this will also be referred to the Children Missing Education Service; and the Local Authority may decide to issue a Penalty Notice.

Signed Headteacher Date:

This form will be copied for school records and for the parent to keep for future reference.