



St. Mary's C. of E. Primary School
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Headteacher: Miss A. Brown

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LEAVE OF ABSENCE REQUEST

NEW FORM TO BE USED FROM OCTOBER 2016

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/children:

Class:

Siblings in other schools

Name:

School: Year

Absence requested from: until

Reason for request:

Signed: Parent/Carer Date:

To be completed by Headteacher:

	Leave of absence 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 92%, this may 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.