



WITLEY C. OF E. INFANT SCHOOL

REQUEST FOR LEAVE OF ABSENCE

As parents, you have the legal responsibility to ensure your child's attendance at school. Leave of absence to include holidays should be taken during the school holiday period.

Please fill in this form if you want to ask the Headteacher to authorise a leave of absence during term time. You must ask well in advance and you are strongly advised to request leave of absence before you confirm your arrangements. Under no circumstances will absences for family holidays in term time be authorised after they have happened. Unauthorised absence may result in the issue of a Penalty Notice to each parent, for each child absent.

The Headteacher will consider the reasons for the request carefully, taking in to account the effect on the continuity of your child's learning, your child's overall attendance rate which includes sickness and medical appointments. The Headteacher can authorise up to 10 days of absence in exceptional cases, such as service personnel who cannot take leave of absence outside term time and families needing to spend time together following a family crisis. The cost and availability of holidays is not considered to be an exceptional circumstance in the Surrey County Council guidance.

Name of child..... **Class**.....

I/We request authorization for leave absence (total number of school days)

From (first day of absence) **To (last day of absence)**

This leave of absence cannot be taken during the school holidays because: (please specify)

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Signature of Parent/Guardian.....

Date.....

Approved		The absence will be recorded as authorised
Not approved		The absence will be recorded as unauthorised

HEADTEACHERS SIGNATURE.....

Explanatory notes

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