

## WADDESDON CHURCH OF ENGLAND SCHOOL

### Application for Leave of Absence for Exceptional Circumstances

Please note: 'Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances'.

*Parents who do take their children on holiday during term time without prior authorisation by the school may be fined under Section 23 of the Anti-Social Behaviour Act*

I request permission from Waddesdon School's Governing Body for my child to be granted Leave of Absence for the dates and reasons given below.

Student's name: \_\_\_\_\_

Form: \_\_\_\_\_

(Please note, a separate form must be completed for each child in the family)

#### Proposed dates of absence:

From: \_\_\_\_\_

To: \_\_\_\_\_

#### Please give details and reasons for the proposed absence:

(continue overleaf if necessary)

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the form tutor before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused, any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods. In any case, your school will not normally agree to your child missing more than ten school days for family holidays in any one school year.

***Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.***

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Please print name: \_\_\_\_\_

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**LEAVE OF ABSENCE REQUEST – RESPONSE FORM**

Leave of absence from: \_\_\_\_\_ to: \_\_\_\_\_ For (Pupil's name) \_\_\_\_\_

Thank you for your request for leave of absence. Unfortunately this has been refused because:

**OR:** This absence request has been authorised



**Signed:** \_\_\_\_\_

**Reason for absence – continuation:**