



SURREY COUNTY COUNCIL SOUTH WESTERN AREA EDUCATION OFFICE

ST BARTHOLOMEW'S CofE PRIMARY SCHOOL - LEAVE OF ABSENCE

Name of Child: Class:

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I request leave of absence for my child/children

from toinclusive.

Total number of days requested on this occasion

Please write a detailed description as to the reason for this request and attach it to this form.

Signature of Parent/Guardian: Date:

This form must be completed by parent/guardian and submitted to the Headteacher **at least two weeks prior to the requested dates.** Leave of absence is only granted in exceptional circumstances and at the discretion of the Governing Body. No parent can demand leave of absence for the purposes of a holiday as a right.

- The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 no longer permit Head Teachers to authorise leave for holidays
- Head Teachers may grant leave of absence if they consider exceptional circumstances apply.
- **If** the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised
- Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed
- If Leave of Absence is granted please contact the school to discuss measures to minimise the impact of the absence on your child's academic progress
- This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered
- Failure to make a request for Leave of Absence in advance will result in the absence being recorded as unauthorised
- Parents whose children have unauthorised absence may be subject to a Fixed Penalty notice

Office use only:

Absence rate: _____ Holiday days taken: _____

To: Parent/Guardians

Of: Class:

Permission is granted/not granted for the requested leave of absence

fromto

If permission has not been granted it is because the request does not meet current guidelines and school policy.

Headteacher..... Date.....