



Alderbury and West Grimstead CE Primary School Leave of Absence Request Form

At Alderbury and West Grimstead Primary School we believe that every lesson is important and maximum attendance and punctuality are valuable life skills.

Taking your child out of school during term time may harm your child's academic progress.

Schools may only agree to absence in exceptional circumstances with consideration being given to pupil's attendance and attainment. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or local authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached local authority leaflet which explains Penalty Notices issued for unauthorised leave of absence during term time.

Name of Child(ren)	
Class	
Date of First Day of Absence	
Date of Return to school	
Number of Days requested	

Reason for Leave of Absence during term time:
--

Please tick below if you believe exceptional circumstance applies to the reason for this request.

Exceptional family circumstance (please detail) _____

Unavoidable medical/dental appointment (although it is the school's expectation that every effort should be made to secure routine doctor/dentist appointments out of school hours or during the holidays).

Absence, within reason, for an external exam or to attend elite events.

Signed: _____ Date: _____

For school use: Attendance % _____

Request authorised: Yes/No

Signed: _____ (Headteacher) Date: _____