



Child's Name	Class
Date of leave requested:	
From:	To:
Please state the reason for the leave requested. Please give as much information as possible. The headteacher may request additional information before making her decision.	
Signed	Date
<i>Signed by person with parental responsibility for this child</i>	
Please note: Parents do not have an automatic right to take their child out of school for a holiday. The Headteacher has the discretionary power to grant leave if it is considered that there are special circumstances relating to that application. Special Circumstances DO NOT include circumstances such as:- <ul style="list-style-type: none">• Wanting to go away for the weekend;• Wanting to take a family holiday;• Friends or family organising a holiday without realising when school holidays fall;• The financial implications of going on holiday (ie: it's cheaper to take a holiday during school time than during school holiday time);• Taking a Friday off "to avoid the traffic" etc when going away for the weekend• A day off for a special occasion (eg birthday) No absences will be authorised:- <ul style="list-style-type: none">• During the week of, or the week before; Year 6 SATs for any reason other than illness;• During winter weather (eg snow & ice) when school has managed to stay open, unless school has been previously notified (eg: hospital appointment), children are expected to attend school as usual. (See separate policy on Inclement weather) In brief, this means: <ul style="list-style-type: none">▪ Parents cannot demand a leave of absence as an automatic right;▪ Parental requests must be in writing and the headteacher may ask for additional information before making a decision▪ The headteacher will not apply blanket policies to approve/reject all applications;▪ All requests must be considered on their own merits but there must be special circumstances before the request is granted;▪ Extended periods of absence will be granted only in exceptional circumstances.• Leave of absence may be granted for special circumstances that are a "one-off" special event, this is at the headteacher's discretion, and also for parents who cannot take a holiday during school holiday time (eg their own place of work will not allow it) or because parents have been unable to go on holiday during school holiday time (eg due to a stay in hospital etc). Under these circumstances, up to ten school days leave per academic year may be granted by the Headteacher where:-<ul style="list-style-type: none">✓ The child has at least 95% attendance during that school year up to the date of the request; or✓ If the request is being made during the Autumn Term, where the child has at least 95% attendance during the two school terms leading up to the request being submitted.<i>If these levels of attendance do not apply, then leave will not be authorised.</i>	