

Baginton Fields School
Request for Leave of Absence in Exceptional Circumstances.

Dear Parent / Carer,

Leave of absence in term time cannot be granted unless there are EXCEPTIONAL CIRCUMSTANCES.

- The headteacher will decide if a request for leave of absence is reasonable and each request will be judged on a case by case basis.
- The headteacher will determine the number of school days a child can be away from school if leave is granted.
- Where leave of absence are taken without permission of the school; or the headteacher has refused the request but the absence occurs; or the child has not returned to school by the agreed date without a satisfactory explanation, parents/carers can be given a Penalty Notice.

Alison Francis. Headteacher.

To be completed by Parents / Carers.		
Child's name:		Class Group:
Home address:		
Reason for request:		
Dates of leave requested:	From:	To:
Name of parent / carer:		Signature:

Office use:		
Child:	Class:	Current attendance:
Decision:		
In this instance I am able to authorise this leave of absence request for the above period		
Further information required. Please contact school		
This request is not authorised because:		
School cannot authorise holidays during term time.		
Your child's attendance is below the recommended government guidelines (90%)		
Your child has already taken leave of absence this academic year.		
The new school year has only just started.		
Absence from school will have a detrimental effect on your child's learning.		
The reason for your request is not acceptable		

Signed, Headteacher Date