

HINCHLEY WOOD PRIMARY SCHOOL



REQUEST FOR EXCEPTIONAL LEAVE OF ABSENCE

Name of Child/ren -----

Class: -----

Will be absent from school from: _____ to: _____

(Total of _____ days)

Reason for absence. (Please include an explanation and attach any supporting documentation of why the absence is being requested during term time rather than during the school holidays):

By law, the cost, convenience or availability of a holiday cannot be taken into consideration.

Signature of Parent/Guardian:

Date:

This form is to be completed by parent or guardian and forwarded to the Headteacher **before** the period of absence.

Office use only:

Date received:

This absence has been Authorised.

Signed by:

Date:

This absence has **not** been Authorised

Signed by:

Date:

Additional comments:

Does the absence occur during Assessment/National tests?	Yes	No
Is the Child/ren's attendance below 96%? If yes, attendance percentage?	Yes %	No
Does the child have siblings in another school for whom leave has been requested/authorised?	Yes	No