**Leave of Absence Form**

Following a change in statutory regulations effective from 1 September 2013, request for leave of absence will only be granted for reasons of exceptional circumstance. If authorised absence is requested, full details must be submitted in writing in advance. Parents must also state why their request for leave of absence constitutes an exceptional circumstance.

Please note that if the absence is authorised, your child/ren will not be given work to carry out during their absence. Any work missed can result in gaps in their learning which may affect future progress. Staff will not provide and mark ‘catch-up’ activities/work that children will miss.

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| **Child’s name** | ………………………………………………………………………… |
| **Year group** | ………………………… |
| I would like to request that my child is granted leave of absence for the following date(s): |
| **From**: …………………………..……............ |  **To**…………………………..……............ |
| **Reason for Absence Request** ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….. |
| Signed (Parent/Carer) ……………………………………………. Date: ……………………… |

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| **I do / do not authorise your child to be absent from school on the above dates.** |
| Signed (Headteacher) ……………………………………………. Date: ……………………… |