

## WEST ASHTON C of E PRIMARY SCHOOL LEAVE OF ABSENCE REQUEST FORM

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

**Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.**

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 Local Authority overleaf which explains about Penalty Notices and Unauthorised Leave of Absence during term time.

Name of Child(ren)	
Date of Birth	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	
Known siblings and school(s) attending	

Exceptional Circumstances (reason) for requesting Leave of Absence during term time:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Contact telephone number:.....

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### FOR OFFICE USE

Attendance : %:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

Decision of Headteacher : Request authorised / unauthorised signed.....