



PARKGATE INFANTS AND NURSERY SCHOOL

APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL

Parents/Carers, this form must be completed if you want to take your child out of school during term time for **'exceptional circumstances'**.

The Department of Education no longer allows Headteachers to grant leave of absence during term time unless there are **exceptional circumstances**. Absence from school for family holidays is not an exceptional circumstance.

Please return this form to the school office for the Headteacher's consideration no less than 2 weeks before the date you would like the period of absence to start.

I request that (name of child) be granted leave of absence from Parkgate Infants and Nursery School

From: to: inclusive.

The reason for this 'exceptional circumstance' request is

.....
.....
.....
.....
.....
.....
.....

Parent/Carer Signed: Date:

Headteacher

The above request for leave of absence has been authorised/partly authorised/ unauthorised.

Comments:

.....
.....
.....
.....

Headteacher Signed:

Office Use:

Attendance Summary Attached

Number of school days absent:

Dates entered on Sims

Class teacher informed