Saltford CofE Primary School

Leave of Absence request form

Every school day counts and any absence from school will result in lost learning and a risk of underachievement. There are 175 days per year when children are not in school.

Absences may only be authorised at the discretion of the Head Teacher in EXCEPTIONAL circumstances. Please ensure that all details and supporting evidence of the exceptional circumstance are included with this application, e.g. letter from employer, wedding invitation, once the Head teacher has made a decision additional evidence will not be considered.

If the absence is unauthorised by the Head Teacher, you will be notified by letter.

Name of Child(ren):			
Date(s) of Birth:			
Class(es):			
Date(s) absent from school:	1st day of absence	Date returning to school	Number of school days absent
Reason for absence: (for a wedding or funeral service, please specify family member's relationship to child, location and actual date of service)			
Absence Requested by:		Relationship to child:	

Siblings at other schools	Yes	No	Name and school(s)

Unauthorised absences of 10 sessions (1 session = ½ day) within 100 days will result in a fixed-penalty notice.

The following absences WILL NOT be authorised.

X Full day or half day for travelling to or from a UK holiday destination, e.g. to miss traffic, early start, early access to accommodation etc.	X Days Out and Events, e.g. theme parks, water parks, concerts, performances, festivals and 'birthday treats' etc.
X Travelling time to social gatherings, e.g. weddings, christenings, family birthdays etc.	X Family Holidays

The local authority requires the information below

Parent Name:		Parent Name:	
Relationship:		Relationship:	
Address:		Address (If different from before)	
Date of birth:		Date of birth:	