



## Request for Leave of Absence

At Hever Primary School we believe that if children are to benefit from education, good attendance is crucial.

It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. This means children must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

As you will be aware, there is no longer the scope to authorise a term-time holiday in *any* circumstances. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an 'exceptional circumstance'.

**Please use the form below to advise us of the dates that your child/ren will not be in attendance at school and the reasons why.**

The parent/carer is requested to complete this form and forward it, at least six weeks before the proposed period of absence, to the Headteacher.

My child/ren \_\_\_\_\_

Is/are to be absent from \* \_\_\_\_\_ to \* \_\_\_\_\_ \* inclusive dates

Please indicate details of the absence here

Please note that you may be asked to make an appointment to discuss this with the Headteacher

Signed by Parent/Carer: ..... Date: .....

For office use:

Attendance to date \_\_\_\_\_  Request authorised  Request unauthorised  Under 5

Signed by Headteacher ..... Date .....