



Request for Leave of Absence in Exceptional Circumstances

During the academic year children are at school for 190 days and at home for 175 days. As parents, you have a legal responsibility to ensure your child’s attendance at school. Holidays should be taken during the school holiday period.

Absences during term time

You need to get permission from the Headteacher if you want to take your child out of school during term time.

Please fill in this form if you wish to ask the Headteacher to consider authorising an exceptional leave of absence during term time. We may ask for proof to back up your request. Authorisation will depend on your child’s attendance over the last 12 months and the impact on the continuity of your child’s learning.

The Headteacher will consider the request carefully and will notify you of the decision.

Any absence not authorised by the Headteacher is ‘**unauthorised**’. **Unauthorised absences** must be reported to the School Governors and appear on the pupil’s Annual Record of Achievement.

Leave in exceptional circumstances

Family holidays should take place during the school holiday dates. If a leave in term time cannot be avoided due to exceptional circumstances, a leave of absence form should be filled in.

If your child is in Year 2, please ensure you do not make a request for leave of absence until after the May half-term. Teacher assessments and SATs take place during the Autumn, Spring and Summer terms.

If leave is requested before the May half term, it will be marked as unauthorised absence. This affects the schools, and your child’s attendance figures.

Parents should complete the section below and send it to the school office at least **two weeks** before the requested absence. Please refer to our School Attendance Policy for further information.

To: Mrs Elaine Cooper, Headteacher, The Horsell Village School		
Child’s name:	Class:	
The exceptional circumstances for which leave is requested:		
From:	to (inclusive):	Number of school days:
Signed:	Please print name:	Date:
Has your child already had leave of absence in this school year?		YES/NO
To be completed by the Headteacher		
Child’s attendance over the last 12 months		%
Our overall school target for attendance this year is		%
Absence Authorised/Not Authorised		
Reason if Unauthorised		
Signed:	(Headteacher)	Date: