



Box CE VC Primary School Leave of Absence Request Form 2019/20

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

As absences can only be authorised in exceptional circumstances, please explain in detail the reasons for this request. Please also attach supporting documentary evidence as appropriate, so that an informed decision can be made.

We do not authorise absences during April and May, as this is when we carry out our annual assessments including SATs.

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 special circumstances relating to your application below and attach any supporting evidence.

NB If you are requesting a holiday absence please submit this form three weeks prior to the absence

Absence requests relating to appointments on Friday afternoons can only be authorised if an appointment card is provided.

Name of child(ren)	
Class(es)	
Date of first day of absence (If only part of day please also state time collecting)	
Date of return (If only part of day please also state time returning)	
Number of days requested	
Siblings and school(s) attending	

Please give detailed information overleaf showing reasons for taking your child from school during term time. Where possible, please also attach any documentary evidence for reason e.g. hospital letter, supporting letter from services C.O. etc.

