

LEAVE OF ABSENCE REQUEST FORM

I request that..... (name of child/children) in

..... Class/Classes be granted leave of absence from

Sutton Benger Primary School from to

(total days) in order to take part in an annual holiday / extended visit overseas. It is necessary to take my child out of school during term time because:

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

Signature of Parent/Carer

Dated

Authorised/Not Authorised

..... Mrs Suzanne Lloyd, Headteacher

..... Date

H.T. Comments

.....

Schools may agree up to 10 days holiday absence in special circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher. Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time.