

POLEHAMPTON FEDERATION LEAVE OF ABSENCE REQUEST FORM

Taking your child away from school during term time is detrimental to his/her educational progress. The Department for Education does not allow schools to authorise holidays. Please be advised that leave of absence will therefore only be authorised in exceptional, medical or educational circumstances; school will not approve any absence in term time, except in such circumstances. Please complete the section below and return it to school at least 4 weeks before the requested absence.

To: Mrs. Litson

I request permission for my childclass.....

to be absent from school for.....days

from.....to.....

for the following reason.....

.....

SignedParent/Guardian

Name of parent/carer.....

Date.....

SCHOOL RESPONSE

Your request for leave of absence has been considered and has/has not been authorised

Signed.....Date.....

Mrs. Litson
Head of Polehampton Junior School