



## Crawley Ridge Junior School

### Request for Leave of Absence for Exceptional Circumstances

As parents, you have a legal responsibility to ensure your child's attendance at school. Holidays should be taken during the school holiday period.

Please complete this form if you wish to ask the Headteacher of your child's school to authorise a leave of absence during term time. You are strongly advised to request leave of absence before you confirm your holiday arrangements. Unauthorised absence may result in the issue of a penalty notice (as outlined in the Surrey County Council guidelines for schools).

The Headteacher will consider the reasons for your request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and will then inform you of the decision within 10 days.

<b>Name of Child:</b>		<b>Class:</b>
I am applying for leave of absence for my child for ..... days.		
<b>from:</b>		<b>to:</b>
<b>Please tick the appropriate box:</b>		
<b>Medical/Dental Appointment</b>		<b>Authorised</b>
<b>Visit to another school</b>		<b>Authorised</b>
<b>Approved Sporting activity</b>		<b>Authorised</b>
<b>Holiday</b>		<b>Unauthorised (except in exceptional circumstances)</b>
<b>Special Occasion</b>		<b>Unauthorised (except in exceptional circumstances)</b>
<b>Compassionate Leave</b>		<b>May be authorised</b>
<b>Please provide details below:</b>		
<b>This cannot be taken during school holidays because:</b>		
<b>Has your child already had leave of absence in this school year? YES / NO</b>		
<b>If YES please give details:</b>		
<b>Signed:</b>	<b>parent/carer</b>	<b>Date:</b>

<b>To be Completed by the Headteacher</b>		
<b>Child's attendance over the last 12 months:</b>		%
<b>Our overall school attendance target for this year is:</b>		%
<b>Having considered your request carefully, my decision is that your leave of absence is:</b>		
<b>Approved</b>		<b>The absence will be recorded as Authorised</b>
<b>Not Approved</b>		<b>The absence will be recorded as Unauthorised</b>
<b>Explanatory Notes:</b>		
<b>Signed:</b>	<b>Headteacher</b>	<b>Date:</b>