

**ASHTON KEYNES C of E PRIMARY SCHOOL**

**Leave for Exceptional Circumstances Application Form**

Parents have a legal responsibility to ensure their child's attendance at school. Leave in term time can disrupt the educational progress and interrupt continuity of teaching and learning. If you wish to ask the head teacher to authorise leave for exceptional circumstances please complete this form. Requests will only be authorised where there is evidence of exceptional circumstances.

If you remove your child from school without approval, their absence will be documented as unauthorised and may result in a fixed penalty notice being issued.

Name of Child:		Class:
I am applying for leave of absence for my child for the following reason/s:		
From: _____ to: _____		
Number of days my child will be absent from school:		
This <b>cannot</b> be taken during the school holidays because:		
Evidence of exceptional circumstances:		
Has your child already had leave of absence in this school year? YES/NO		
If YES, please give details:		
I also have children attending (name of other school/s):		
Signed: Printed:		Date:
<b>To be completed by Head Teacher &amp; returned to parent</b>		
Child's attendance (%) and number of missed sessions in the current academic year:		
Child's attendance (%) and number of missed sessions in the last academic year:		
Having considered your request carefully, my decision is that leave of absence is:		
Approved		The absence will be recorded as authorised.
Not approved		The absence will be recorded as unauthorised.
Explanatory notes:		
Signed: Head Teacher		Date:

## STOP / PAUSE/ THINK

About the effect Leave of Absence in term time has on your child

- Any Term-time absence clearly has an impact on any child's education which can be critical in some year groups and especially at certain times of the year.
- Leave in term time are not a right and will not normally be granted. Holiday Prices, and the fact that parents/carers have booked a holiday before checking with school, are not accepted as special reasons.
- Holidays/Absences in term time are extremely disruptive for both pupils and teaching staff.
- Leave of absence will not be granted retrospectively

The school thanks you for your cooperation and understanding.