

# CALOW CHURCH OF ENGLAND (V.C.) PRIMARY SCHOOL

## APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

This application must be submitted to the Headteacher at least TWO weeks before the proposed period of exceptional leave.

In accordance with Education (Pupil Registration) (England) Regulations 2006 as amended from 1<sup>st</sup> September 2013, the School has a strict policy on Exceptional Leave. This applies to ALL the children in School. A copy of the School's Attendance Policy can be obtained from the School Office and from the School's website. Please note that you are expected to take family holidays during the school holidays and your child's absence for this purpose will be treated as an UNAUTHORISED ABSENCE.

<b>Name of child:</b>		<b>Class:</b>
Proposed date(s) of absence	From:	to:
Please give reasons for the proposed absence (providing as much detail as possible)		
Signature of Parent/Guardian		Date:

**If permission is refused and your child is absent for the above period, it will be recorded as unauthorised absence. These absences remain on your child's record and will be monitored for further action by the Education Welfare Service. You may be issued with a Fixed Penalty Notice and/or court action.**

For official use only:		
Action	Initials	Date
Authorised/ Not Authorised by the Headteacher		
Outcome of any appeal to Governors		
Comments (including number of days granted if any):		

