



GROVE PRIMARY SCHOOL

EXCEPTIONAL LEAVE OF ABSENCE FOR SCHOOL CHILDREN
DURING TERM TIME

Please note unless this form has been completed at least 4 weeks before the absence and has been authorised by the school the absence will be UNAUTHORISED

Grove Primary School is focused on ensuring their pupils get the best start to Education and by doing so works very hard to improve the attendance of all their pupils.

As you will be aware the Government and the Local Authority are strongly of the view that pupils should not take leave of absence during term time and it is for the Headteacher to decide whether the absence will be authorised or unauthorised. Permission for any absence during term time (maximum of 3 days) will only be granted in EXCEPTIONAL circumstances.

The Education Attendance Service introduced fixed penalty notices which are to be issued to parents/carers where a pupil has occurred UNAUTHORISED absences. The Fixed penalty notice referrals are completed by the school and sent to the Education Attendance Service who will issue a parent/carers with a formal written warning.

Please note the formal warning letters are issued to each individual parent/carer for each individual pupil

<u>Name of Pupil</u>	<u>DOB</u>	<u>Form/Year Group</u>

I, being the parent/carer of the above named child, request that you consider allowing my child to be absent from school for the period from: _____ to _____

This is a total of School days

The reason for requesting an exceptional leave of absence during term time follow: (please explain)

Holiday

I am unable to take this holiday in school holiday because: _____

Other:

Please specify: _____

Signature of Parent/Carer: Date:

Print Name of Parent/Carer:



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Response to Exceptional Leave of Absence Form

Thank you for completing the exceptional leave of absence form, following your request please see below the decision the school has made on your request:

Office Use:

Date Received	
Current Attendance	
Number of authorised absence this academic year	
Number of unauthorised absence this academic year	
Other Comments	

Headteacher Use:

Holiday (Please Circle)	Authorised	Unauthorised	Non-Compulsory School Age
Reason:			
Penalty Notice to be issued.	Penalty Notice will be issued after 3 days of absence: Issued for this holiday YES/NO (unless the length of absence is increased)		
Signed:			
Date:			
Copy sent to parents	Yes	No	Date Sent: