

Application for Leave of Absence for Exceptional Circumstances

School Attendance Statutory Guidance: November 2016

Name of School: **Bledlow Ridge School**

Proposed Dates of Absence: From: _____ To: _____

I request permission from the school's Governing Body for my child:

Name: _____ Class: _____ to be

granted authorized Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:
(This section must be completed.)

Signature of Parent/Guardian: _____ Date: _____

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the Headteacher before submission. The Governing Body will carefully consider your request and may take your child's attendance record into account. If authorisation is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Authorisation will not be granted for leave of absence immediately prior to or during assessment or examination periods. Having a good education will help to give your child the best possible start in life. If your child is absent for any period, he or she may miss essential elements of their learning programme.