



West Monkton Church of England School

A place for growing together and learning to fly.

Headteacher : Keira Hayden Chair of the LSC : Tom Moore

Term Time Leave Request Form

This form **must** be completed by the parent/guardian and forwarded to the Head/Deputy Head **before** the period of absence, we will not process absence requests **until a maximum of six school weeks before the absence**. From September 2013 the Government has said schools may **NOT** grant **ANY** leave of absence during term time unless there are **EXCEPTIONAL** circumstances. Please be aware, following a recent update to this guidance, holiday industry employees working schedule is no longer considered an exceptional circumstance.

Parents whose children are on a school register have a duty to ensure that their children attend regularly and, if they fail to do so, they may be guilty of an offence under the Education Act, 1993.

I wish to make an absence request for my child(ren):

(1) Name _____ (2) Name _____ (3) Name _____

Surname _____ Surname _____ Surname _____

Class _____ Class _____ Class _____

to be absent from school from _____ (dd/mm/yy) until _____ (dd/mm/yy) inclusive.

They will return to school on _____ (dd/mm/yy).

Reason for absence:

Exceptional Circumstances, if applicable (please tick one).

YOU MUST PROVIDE YOUR PROOF WITH YOUR FORM FOR THIS TO BE CONSIDERED.

- ☐ **Emergency service / forces personnel with proof of enforced holiday period**
- ☐ **One transcontinental leave request per Key Stage for a very significant extended family event, including seeing an elderly/ seriously ill relative**
- ☐ **Unavoidable absence from school (at the Headteacher / Deputy Headteacher's discretion)**

Signed _____ (Parent/Guardian)

Date _____

Office use only:

Current attendance percentage: (1) _____ % (2) _____ % (3) _____ %

Authorised Absences this year: (1) _____ (2) _____ (3) _____

Unauthorised Absences this year: (1) _____ (2) _____ (3) _____

Date processed: _____

If autumn term, prev. year attendance:

(1) _____ % (2) _____ % (3) _____ %

Auth _____ Auth _____ Auth _____

Unauth _____ Unauth _____ Unauth _____

Absence Authorised ☐ Absence Not Authorised ☐ Signed _____ (Head/Deputy)

Notes (if any): _____