



Kennet Valley School, Leave of Absence Request Form



Taking your child out of school during term time may harm your child's academic progress. Absences may only be authorised at the discretion of the Head teacher in EXCEPTIONAL circumstances.

Circumstances which are notified to the school or local authority after a decision has been made by the Head teacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the local authority leaflet which explains penalty notices issued for unauthorised leave of absence during term time.

Please list below any children attending the school for whom you are requesting leave of absence

Names of child/children, class and year group	
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Date of first day of absence		No of school days required		Date of return to school	
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Please list below any children/siblings attending other schools for whom you are requesting the same leave of absence

Names of siblings at other schools	School Attended	Year Group

Exceptional circumstances or reason for leave of absence during term time (please supply any supporting evidence & continue of a separate sheet if required)

Name of Parent/Carer/Guardian _____

Signature of Parent/Carer/Guardian _____ Date of Signature _____

School Use Only Attendance %

Total sessions of absence this academic year

Total unauthorised absence this year

Request Authorised Y N

Register Code _____



Dear Parents/Carers/Guardians,

The holiday requested for starting on _____ has been authorised / unauthorised.

This includes _____ school days.

Signed _____ Dated _____