



NOTICE OF LEAVE OF ABSENCE

Child's name: Class/Form:

Reason for absence.....

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Single day absence: Date:

Time (if less than whole day): From: to:

Signed: Date:

OR

More than one day:

From: To: (inclusive)

Signed: Date:

Please note that Headteachers can only authorise absence in exceptional circumstances:

Notice of leave of absence must be made:

- in writing (on this form, with a covering letter if necessary)
- to the Headmaster (via the School Office or Class Teacher)
- with as much notice as possible

N.B.

- By law, all pupil absences have to be recorded and submitted to the DfES
- **Government guidelines prevent Headteachers from authorising any leave of absence during term time, because of the inevitable disruption caused to a child's education and the possible adverse affect on their academic progress and attainment. We are obliged to report all unauthorised absences to the Local Authority**

Total of authorised absences so far this academic year: /

Total of unauthorised absences so far this academic year: /

Absence authorised ☐

Absence unauthorised ☐

Signed: (Headmaster) Date:

If your son/daughter has individual music lessons the Music Department should be notified separately at least two academic weeks in advance of any absence.