



South Hill Primary School
Request for Leave of Absence

Please make your request prior to making any bookings and at least 4 weeks before the anticipated leave date.

Due to the 2013 amendment to the Education (Pupil Registration) Regulations 2006, Headteachers may no longer authorise leave of absence for holidays during term time and may not grant any leave of absence during term time unless there are exceptional circumstances.

Name Of Pupil (s)	Class

From	To	Total

The Exceptional Reasons for this request are:

Signature _____ Date _____
 (Parent/Carer)

Please be reminded that the **Attendance Officer**, allocated to the school, reviews the school registers on a termly basis.

.....

Child's Name _____ *Class* _____

Your request for _____ days leave of absence has been considered and will be recorded as follows:
Unauthorised _____ Days (____ Sessions) Authorised _____ Days (____ Sessions)

Should you have any queries about this decision please contact the Headteacher via the school office.

Headteacher _____

For school office use only