

LEAVE OF ABSENCE DURING TERM TIME

BRIGHTON & HOVE POLICY

Any absence from school, whether authorised or unauthorised, has a detrimental effect on a child's education. Therefore, only in exceptional or unavoidable circumstances is the Headteacher able to authorise a child's leave of absence during term time. Forms must be handed to the school office at least 10 days before the first day that leave of absence is requested.

APPLICATION FOR LEAVE OF ABSENCE FROM VARNDEAN SCHOOL

I wish to apply for term time leave of absence for my child	<i>(child's full name and class)</i>
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For the period	from	
	to	

The reason for this request is	
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Name of parent	<i>(please print)</i>
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Signed	
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Date	
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FOR COMPLETION BY THE SCHOOL

Name of child	
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DoB	
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Class	
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Authorised absences to date <i>(current school year):</i> Number of half day sessions	
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Unauthorised absences to date <i>(current school year):</i> Number of half day sessions	
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Request for leave of absence	authorised		unauthorised	
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Reason for non-authorisation	
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Signed (Headteacher)	
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Date	
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