Belgrave Primary School

Lache Primary

Queen's Park High School

OVERLEIGH ST MARY'S CE PRIMARY SCHOOL

DODLESTON C. of E. PRIMARY SCHOOL

ECCLESTON CE SCHOOL

St. Clare's

LEAVE OF ABSENCE REQUEST FORM

We will consider your application for a leave of absence during term time if it meets one or more of the criteria specified in your schools attendance policy.

Parents/carers are strongly urged to avoid booking a family holiday during term time. **Parents/Carers do not have the right to take their child or young person out of school for such a holiday. In exceptional circumstances only,** the school may choose to grant leave of absence of up to 10 days in any school year. In extreme exceptional circumstances it may be necessary for longer planned absence however all such cases should be discussed with the Head teacher.

A child or young person who is absent longer than 5 days after an agreed return date, can legally be removed from the school roll and may be liable to prosecution. Please complete this form, in line with the Cheshire West and Chester Council AND the school Policy. Please sign and return this form to school **NO LESS THAN ONE WEEK** before your holiday. **PLEASE TURN OVER FOR FURTHER INFORMATION.**

ALL SECTIONS MUST BE COMPLETED FOR THIS REQUEST TO BE CONSIDERED: (one for each child)

Pupil Name: …………………………………………………………… Class………………………… Dates of absence: …………………………. To …………………….

Does your child have a sibling at another school who will also be requesting a leave of absence on these dates?   YES/NO

Name of sibling(s)……………………………………………………………… Year(s): …………………… School:

………

Have you ever requested leave of absence for your child during term time prior to this application? YES/NO   Dates:

………………………………………..

I am requesting this leave of absence because (please give reason)……

Total days absence requested: ………………………………… Signed……………………………………………………………. (Parent/Carer) Date: …………………………………. **To be completed by the Headteacher: A copy of this form will be returned to the Parent/Carer prior to the leave of absence**

Absence Authorised / Absence not Authorised Signed :…………………………………………………………………..(Head teacher) Date: …………………..