Heathlands

Request for Leave of Absence

School attendance is compulsory. The Department for Education has directed that Head Teachers can authorise a child's absence from school, but only in exceptional circumstances. It is not possible to authorise absence for a family holiday. If your child is absent from school without authority this will be marked as unauthorised which is recorded on the child's annual report and contributes to the schools' statistics published by the DfE. In very concerning cases it may be necessary to refer unauthorised absence for further action.

Child's Name:	**Class:**
Date(s) of absence for which permission is requested:	
Number of school days when child will be absent:	
Reason for Absence:	
Signed: Parent/Guardian	Date:

Except in cases of emergency, please return this form to school at least **two weeks before** the dates detailed above.

✂ ----------

Dear Parent

Your request for ……(Child's name) to be absent from school

on the following date(s) …… has been **approved / refused**.

Yours sincerely

Signed:…… Date: ……

Mrs D Jones-Stevens, Head Teacher