

# CHERRY TREE PRIMARY SCHOOL

## Leave of Absence Request Form



Please read the notes below, then complete the following form.  
We will review and record your request and return this form to you. Thank you.

THIS SECTION TO BE COMPLETED BY THE PARENT		
Name of child(ren):	Class:	
Date of first day of absence:	Date of return to school:	Number of school days missed:
<b>Reason for Absence</b> (If you believe your circumstances to be exceptional, please give as much detail as possible, using the reverse of this page if necessary. Alternatively please make an appointment to see Mrs Graham to discuss your request.)		
Signature of parent/carer	Date	
THIS SECTION TO BE COMPLETED BY THE HEAD TEACHER (AND RECORDED BY THE SCHOOL OFFICE)		
Your request has been:  <input type="checkbox"/> <b>Authorised</b> <input type="checkbox"/> <b>Unauthorised</b> - Thank you for informing us your child/children will be absent from school. Unfortunately, under the guidelines from the LA we are unable to authorise this request).		
Signature of Head Teacher	Date	

### IMPORTANT INFORMATION

Full school attendance is vital for your child's educational progress and the local authority expects all parents and carers to ensure their children attend school whenever possible. As a parent or carer you are strongly urged to avoid booking holidays, appointments or visits overseas during term-time. If, however, it is **absolutely unavoidable** then you should fill in this form and return it to the Headteacher.

The law states that the Headteacher has the discretionary power to grant leave of absence **in exceptional circumstances**. In line with Warrington policy guidelines, although this is not an exhaustive list, exceptional circumstances would include:

1. A close/immediate family member is seriously/terminally ill and the holiday proposed is likely to be the last such holiday.
2. There has been a death or significant trauma in the immediate family and a holiday may help the child cope with the situation.
3. The wedding or funeral of a parent or member of the close/immediate family
4. For permission to be granted under these criteria, **attendance over the previous twenty weeks would need to be over 95%**. At a maximum, leave may only be granted for one single absence of up to 10 school days. If permission has **not been granted** then any leave taken will be recorded as **unauthorised**. Any unauthorised absence will appear in both the school register and in your child's report.

**Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.**