

EXCEPTIONAL CIRCUMSTANCES 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.

APPLICATION FOR LEAVE OF ABSENCE

I wish to apply for term time leave of absence for my child	<i>(child's full name and Form Group)</i>		
Please provide the school term absence dates only	1 st Day of Absence		
	Last day of absence		
Please explain why this is an exceptional circumstance			
Name of Parent/Carer			
Signed			
Date			
FOR COMPLETION BY THE SCHOOL			
Form			
All absences to date (current school year):			
Current request for leave of absence	authorised	please tick	unauthorised
<i>No. of days authorised/ unauthorised</i>	<i>No. of days authorised</i>		<i>No. of days unauthorised</i>
Reason for non-authorisation			
Signed (Headteacher)			
School	CARDINAL NEWMAN CATHOLIC SCHOOL		
Date			
FPN	Yes	please tick	No
Previous no. of days unauthorised absence 'G' codes during the current school year			