

Request for Leave of Absence from Castleside Primary School



Due to Government Regulations we are no longer able to authorise absence from school except in exceptional circumstances therefore there is no automatic right for pupils to be granted authorised absences for family holidays.

Castleside Primary School considers every request for holiday leave in relation to the information given below.

Pupil Details

Name		
Date of birth		
Ethnic Origin		
Class Group		
Address		
Sibling/s in other school and school attended	Sibling Name/s:	Year Group:
	School:	

Request for Absence Details

Start date of requested absence		Total Number of Days
End date of requested absence		
Intended return to school date		
Reason for absence request which indicates exceptional circumstances (please continue on a separate sheet if necessary)		
Name of parent / carer (print)		
Signature		
Date		

For School Use

N.B. Due to the changes in amendments to School Attendance Regulations Head Teachers may not grant ANY leave of absence during term-time unless there are exceptional circumstances. From September 2013 parents will be fined if they choose to take their child out of school for more than 10 days unauthorised absence over a rolling 12 month period.

Exceptional circumstances will be extremely rare.

Absence approved?	YES	NO
Signature of Head Teacher		

Date