

Co-Headteachers Mrs Alison Fitch BA (Hons) QTS Mrs Rebecca Stacey BA (Hons) QTS

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Leave of Absence in Exceptional Circumstances Application Form 2024-25

Please complete the form giving as much detail as possible

Return to Absence@boxgrove.surrey.sch.uk

If you are requesting a leave of absence in exceptional circumstances for more than one child you will need to complete a separate form for each child

The Education (Pupil Registration) (England)(Amendment) Regulations 2013 which became law on 1 September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Please fill in this form if you want to ask the Headteacher to authorise a leave of absence during term time for your child. Under no circumstances will absences for family holidays in term time be authorised after they have happened.

The Headteacher will consider the reasons for the request carefully but can only authorise the leave if she considers the reasons for the request to be exceptional. The Headteacher will notify you of the decision within five days.

Name of child:	DOB:	Class:					
I am applying for leave of absence for my child:		Number of Days:					
from:// to:	//						
Reason for request:							
Has your child already had leave of absence in this school year? YES / NO							
If YES, please give dates and details:							
I also have children at	(name of	school)					
Signed: (Parent/Carer)		Date:					

	Leave		in Exceptional Ci			olication Form		
		(10	o be completed by	пе не	auteacher)			
Child's attendance level last academic year:			%					
Our overall school target for attendance this year is			96 %					
Having considered	your request care	efully, I do/do	not consider this to	o be ex	ceptional cir	rcumstances and	will/will not b	e
authorising this abs	sence.							
Approved					The absence will be recorded as authorised.			
Not approved					The absence will be recorded as unauthorised.			
Explanatory notes:								
Signed:			(Headteac	her)	Date:			
LOTTERY FUNDED	Wing the Oympic and Paralympic Volues	Bronze Eco-Schools Bronze Award	Funded by Community Foundation for Surrey	****	MODESHIFTER EDUCATION DO TRAVEL PLAN 2024	coach mark reneration	WAS	Wellbeing Awa for Schools 2023
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