

Chester-le-Street C.E. Primary School

Leave of Absence Form

Please note: Headteachers may not grant any leave of absence during term-time for holiday. Leave of Absence will only be granted in exceptional circumstances. After 7 days of unauthorised absence, **Fixed penalty** notices will be issued to all adults who have parental responsibility for each of their children taking unauthorised leave of absence. (E.g. Mother and Father will both receive a fine for each child.) We consider every request for leave in relation to the criteria below.

Pupil Details					
Name		D of B		Class	
Address					

Request Details					
Start date		Return to school date		Number of days absent	
Exceptional reason for request					
Name of parent/carer					
Signature					
Date					

For School Use		
Current attendance % (in current academic year, or if request is in the first term of current academic year, consider previous academic year's attendance).		
Previous leave this academic year		
Does the request time coincide with SATS / other examination periods		
Any circumstances which indicate leave of absence should be authorised / not authorised? (Including any ongoing medical issues)		
Pupil's current level of attainment?		
Is the request approved?	YES	NO
Signature of Head Teacher		
Date		
Register Code to be used *		

* **Register Code:** **A** = Leave of absence which **has been agreed**
 G = Any leave **not agreed** or days taken **over** what was originally agreed