

Dean Valley Community School



Leave of Absence Request Form

We will consider your application of leave of absence during term time if it meets one or more of the criteria specified in the school's attendance policy.

Parents/Carers are **strongly urged to avoid booking a family holiday during term time**. Parents/Carers do not have the right to take their child or young person out of school for such a holiday. **In exceptional circumstances only**, the school may choose to grant a leave of absence. Please complete this form in line with the school Attendance policy. Please sign and return this form to school **NO LESS THAN TWO WEEKS** before your requested date of absence.

ALL SECTIONS MUST BE COMPLETED FOR THIS REQUEST TO BE CONSIDERED.

	Pupil Name	Year group	Dates of absence		to	
	bes your child(ren) have a sibling(s) at another school who will also be requesting a leave of absence on these dates? YES/NO					
	Name of sibling(s) Valley):			group(s):	School (if not Dean	
	Have you ever requested leave of absence for your child(ren) during term time prior to this application? YES/NO					
	I am requesting this leave of absence because (please give reason in as much detail as possible)					
	Total days absence requested:	Signed		(Parent/Carer) [Date:	
To be completed by the Head Teacher.						
Α	Absence authorised / Absence not authorised	l Signed		(Head Teacher	r) Date	