



High Ash C.E. Primary School

Application for Leave of Absence for Exceptional Circumstances

School Attendance Statutory Guidance 2024

Proposed Dates of Absence From: _____ To: _____

I request permission from the school's Governing Body for my child:

Name: _____ Class: _____

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian: _____ Date: _____

The completed form should be submitted to the Headteacher of your child's school not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the Headteacher before submission.

The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence.

Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.

Having a good education will help to give your child the best possible start in life.

If your child is absent for any period, he or she may miss

essential elements of their learning programme.

For Office Use:

Academic Year	
No. of sessions (half day) school has been open in year to date	
Total no. of absences to date	
No. of authorised absences to date	
No. of unauthorised absences to date	

Dear Parents/Carers

The Department for Education statutory guidance on school attendance states that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

We have carefully considered the guidance and adopted the recommendations in our School Attendance Policy, which is available for parents to read at the school office and on our website. At High Ash C.E. we aim to achieve a good attendance through working in partnership with staff, pupils, parents, governors and Buckinghamshire Council.

I would recommend that parents discuss leave of absence requests due to exceptional circumstances with myself as any absences from school can result in children falling behind with their school work.

Thank you for your support.

Yours sincerely

Mrs Kate Goodger
Headteacher