



**WESTON TURVILLE CE SCHOOL  
APPLICATION FOR LEAVE OF ABSENCE**

(This must be submitted at least four school weeks before the proposed absence)

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

<b>Name:</b>	<b>Class:</b>
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**to be granted Leave of Absence for the dates below:**

<b>From:</b>	<b>To:</b>
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**The reason for the request is (please complete the appropriate section):**

**Exceptional Circumstances**

Please give details as to why it is an exceptional circumstance.

**Holiday is due to unavoidable parental work/ military commitments**

Please provide a supporting letter from employer or an assignment order.

**I can confirm that the information that I have given above is correct and has no factual omissions. I understand that any authorised absence may be unauthorised at a later date if it is found that I provided inaccurate information; this may jeopardise any future Leave of Absence requests.**

<b>Signature of parent/carer:</b>	<b>Date:</b>
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**LEAVE OF ABSENCE REQUEST – RESPONSE FORM**

**This absence request has been accepted.....**

**OR**

**This absence request has been refused because:**

- The absence is for more than ten days
- Your child has already had one leave of absence request this school year
- The request covers all/part of an internal/external assessment period
- Insufficient notice has been given (four school weeks)
- Attendance is less than 90%
- There are lateness issues
- The request covers all/part of Work Experience or Focus Week
- The reason is not exceptional
- Insufficient reasons provided for the absence request
- The holiday is not due to unavoidable parental work/ military commitments

<b>Signed:</b>	<b>Date:</b>
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