

## Appendix 1 Request for leave of absence from school

- Leave of absence in term time will only be granted in exceptional and unavoidable circumstances.
- Schools in Maidstone 1 cluster will consider each request for holiday absence individually but will only grant such requests in exceptional and unavoidable circumstances. (It is important to note that a child who is authorised to take 10 days holiday during an academic year can only attain 94.7% attendance.)
- Any request for more than 10 days absence in any one academic year will not be granted.
- Requests for holidays during term time will not normally be authorised.

Although each request will be considered individually, schools will never normally authorise leave in term time under the following circumstances:

- At the beginning of school terms
- During examination periods (e.g. May)
- Where the child is persistently absent, including because of ill health (25 days absence in the previous year or where there have already been 10 or more days absence in the current year)

It is necessary for the approval of the Governing Body to be obtained before the leave commences.

The parent/carer is requested to complete this form and forward it, two weeks before the proposed period of absence, to the Headteacher. This will be followed by a meeting with the headteacher in all cases.

I wish my child(ren) \_\_\_\_\_

Class(es) \_\_\_\_\_

To be absent from \_\_\_\_\_ to \_\_\_\_\_

Please indicate your **exceptional** circumstances

Please make an appointment to discuss this with the Headteacher

Signed \_\_\_\_\_ (parent/carer)

Date \_\_\_\_\_

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**Response to request for leave of absence**

Name of child \_\_\_\_\_

Class \_\_\_\_\_

Number of absences to date this academic year

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Request for leave of absence from \_\_\_\_\_ to \_\_\_\_\_

Number of days requested

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Absence approved/not approved

Comments

Signed on behalf of Governing Body \_\_\_\_\_

(to be copied to parents and class teacher)