



VALENCE PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE

The school considers that all absences from school will disrupt a child's continuity of learning. Only the Head Teacher can authorise a leave of absence. Leave of absence will only be granted in exceptional circumstances, e.g. rare, significant or unavoidable, which means the event could not be scheduled at another time. With all requests for leave of absence the Head Teacher will consider the potential damage caused by the absence to a child's education. There is no general right to authorise absence, e.g. family holiday. Parents who take their child out of school without the Head Teacher's prior permission for 5 or more days will be issued with a Penalty Notice. Permission for leave should be requested 4 weeks in advance.

Please provide documentation to support your request for leave.

Child (ren) _____ Class _____

Dates for which leave of absence is requested:

From: _____ To: _____ No. of school days: _____

Destination: _____

Please give reasons which prevent leave of absence being taken during a school holiday:

For school use only:

Authorised YES/NO Comment.....

Penalty Notice Issued YES/NO Comment.....

Parent Informed YES/NO Comment.....

Entered on Integris YES/NO Comment.....