



Christleton Primary 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 leave of absence** of up to 10 days in any school year. In extreme exceptional circumstances it may be necessary for longer planned absence however all such cases should be discussed with the Head Teacher. Please complete this form in line with the Cheshire West and Chester Council Policy. Please sign and return this form to school **NO LESS THAN ONE WEEK** 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.....

Does 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)..... Year group(s):..... School (if not CPS):.....

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)

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Total days absence requested:..... Signed.....(Parent/Carer) Date:.....

To be completed by the Head Teacher: A copy of this form will be returned to the Parent/Carer prior to the leave of absence.

Absence authorised / Absence not authorised Signed..... (Head Teacher) Date.....