Appendix E

Heath Road * Woolpit * Suffolk * IP30 9RU*

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admin@woolpitprimary.net

01359 240625

Head teacher: Emma Jones



Application for leave of absence for exceptional circumstances

Please read the following guidance carefully. As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that Working together to improve schools attendance August 2024, states that generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision.

For further information, please refer to our School Attendance Policy.

Name Of Child		Class		
I am applying for leave of absence for my child				
from:	D:			
Number of school days:				
The exceptional circumstances for wh	nich leave is requested			
Please name any other child and their school that will be absent from school				
Signed (Parent/ Carer)		Date:		
To be completed by the head teacher.				
Name Of Child:			Class:	
Approved	The absence will be recorded as authorised.			
Not Approved	The absence will be recorded as unauthorised.			
Penalty notice	Request will be made to Suffolk County Council for a penalty notice to be issued.			
Explanatory Notes				
Signed:		Date :		

For Office Use Only	
Letter To Parent/ Carer	Date Sent
Teacher Informed	
Arbor updated	
Penalty Notice Request	Date Sent