



Happiness and Wellbeing at Our Roots

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Headteacher: Mrs J O'Donnell

PUPIL LEAVE OF ABSENCE REQUEST FORM FOR EXCEPTIONAL CIRCUMSTANCES

Please note that from September 2013 Headteachers are not permitted to authorise any leave of absence for pupils unless there are exceptional circumstances. Alfreton Park School considers all requests for leave of absence on an individual basis and in relation to the individual pupil's attendance and educational attainment.

Name of Pupil			Class	
Date of Birth				
Address				
Dates requested	From		To	
Total number of days requested				
Exceptional circumstances that require leave during term time				
Name of parent/carer				
Signature			Date	

Holiday absences that have **not** been agreed will be marked as unauthorised absences; these may be referred to the Local Authority for consideration of a **Penalty Notice or other action**.

FOR SCHOOL USE:

Attendance (%) to date this academic year		
Previous leave this academic year	Yes	No
Number of days		
Leave authorised	Yes	No
Arrange to meet with parent/carer	Yes	No

