

St Minver School Rock Road, St Minver, Wadebridge Cornwall, PL27 6QD

Member of the Aspire Academ

Leave of Absence Request Form

Dear Parent/Carer

Under current legislation schools are now only allowed to authorise leave of absence for up to ten days, for any reason if satisfied that exceptional circumstances exist, which outweigh the harm to a pupil's education by missing school.

Examples of exceptional circumstances are:

- You work seasonally
- You are in the armed forces
- Your child is competing in a sporting event at a high level

The school will consider each request individually based on the child's achievement, ability to catch up on missed work and their current attendance (which must be above 90% at the time of application for absence in order for authorisation to be possible).

This form must be completed by someone with parental responsibility.

With regards to pupils who have separated, permission will be granted to either parent with full parental responsibility. The school expects both parents with parental responsibility to co-operate with one another with respect to holiday leave. The school does not wish to be drawn into domestic disputes regarding such issues and where parents are unable to agree it will be for the courts to decide. The school, for its part, will recognise the parental rights of either parent until such time as a court order provides other specific direction.

Name of children:	Voar	
	Year:	
Parent/Carers Name:		
Start date of absence:	End date of absence:	
Reason for a term time absence:		

 For School office use only:

 Child name
 Current attendance
 % Authorised/Unauthorised

 Child name
 Current attendance
 % Authorised/Unauthorised

 Child name
 Current attendance
 % Authorised/Unauthorised

 Child name
 Current attendance
 % Authorised/Unauthorised

Tear off slip for parents:			
Name	Current attendance	%	Request granted Yes/No
Signed	Date		
Name	Current attendance	%	Request granted Yes/No
Signed	Date		
Name	Current attendance	%	Request granted Yes/No
Signed	Date		

Where your request has been granted the absence will be marked as authorised on your child's records. Where a request has not been granted the absence will be marked as unauthorised.



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