



Gainsborough Primary and Nursery School

Belgrave Road, Crewe, Cheshire CW2 7NH

☎ 01270 685328

💻 www.gainsborough.cheshire.sch.uk

Head of School: Miss N Hough

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that headteachers may NOT grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents NO entitlement to take their child out of school for a holiday in term time. The Head of School and the governing body will determine what the exceptional circumstances are.

COMPLETION BY PARENT/CARER

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered, please complete the form below and return to the school office. Completion of the form does NOT guarantee the leave of absence to be authorised. You may be asked to attend an interview with the Head of School to discuss this request further. It is important to have read and fully understood the school's policy on attendance which can be found on the website.

If you need any further advice then please contact the School Office.

PUPIL NAME: _____

CLASS: _____

DATE OF ABSENCE: First date of absence: _____ Last date of absence _____

Total number of days of absence: _____

Please give full reason(s) for asking for leave of absence in term time

Signed: _____ (Parent/Carer) Date: _____

Yours Sincerely

Nicola Hough
Head of School

COMPLETION BY SCHOOL

Request has been UNAUTHORISED / AUTHORISED

PUPIL NAME: _____

CLASS: _____

Additional comments:

Signed: _____ (Head of School/Attendance Lead)

Date: _____