

## Cavendish Church of England Primary School

The Green Cavendish  
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### Request for Special Leave of Absence

Name of child(ren):	Class:

Requested period of absence from: \_\_\_\_\_ until \_\_\_\_\_ inclusive (insert dates)

Total number of school days missed will be: \_\_\_\_\_

The above absence is requested in order to:

\_\_\_\_\_

The reason why this must be taken during term time rather than in school holiday time is:

\_\_\_\_\_

How will you support your child's missed learning:

\_\_\_\_\_+

Do you have a child at another school who will also be requesting this leave? YES/NO (please circle)

Name(s): \_\_\_\_\_ School(s): \_\_\_\_\_

I understand that any decision will be made after consideration of the County's strict criteria for authorising term time absence, the impact it will have upon the child/ren's education and their previous attendance record. All absence is tracked by the Headteacher and Educational Welfare Officer. Suffolk County Council operates a system of Penalty Notices. This may include a warning letter or a fine.

Name of parent / carer (please print): Mr/ Miss/ Mrs/ Ms .....

Signature:..... Date:.....

- Meets with the County's criteria and has been authorised
- Does not meet the County's criteria and cannot therefore be authorised
- Following our meeting, has / has not been authorised as an extenuating circumstance



### Special Leave of Absence Request: School Reply Slip

The request for \_\_\_\_\_ to be absent from school

from: \_\_\_\_\_ until \_\_\_\_\_ Number of school days \_\_\_\_\_

- Meets with the County's criteria and has been authorised
- Does not meet the County's criteria and cannot therefore be authorised
- Following our meeting, has / has not been authorised as an extenuating circumstance

Signed:..... (Headteacher) Date:.....



*Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10*