Hadfield Infant School
Application by Parents/Carers for a child's leave of absence from school for exceptional circumstances

Please note that there is no automatic right for pupils to be granted authorised absence from school. Hadfield Infant School considers every request for leave of absence in relation to the individual child's attendance.

Name of Child	Date of Birth Class
Address	
Leave of absence requested from Date:..... to date.....	
Reason for term time leave of absence request	
Name of Parent /Carer	Name of Parent/Carer
Signature	Signature

Any absences which have not been agreed, will be marked as unauthorised absences; these will be referred to the Local Authority for consideration of a Penalty Notice or other action.

This form should be submitted to the headteacher at least 2 weeks before the date of requested leave

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For School Use:

Attendance %.....

Previous Leave of absence this Academic Year — Yes/No*
No. of days.....

Arrange to meet with parent/carer — Yes/No*

*Delete as appropriate