

**ST DUNSTAN'S CHEAM C OF E PRIMARY SCHOOL
REQUEST FOR ABSENCE DURING SCHOOL TERM TIME DUE TO
EXCEPTIONAL CIRCUMSTANCES**

A letter should accompany this form stating why it is necessary to request leave during term time.

Names(s) of Child(ren) Class
..... Class
..... Class

I request permission for the above to be absent from school

on/between and

Date
Signature of Parent/Guardian

Parents are asked **not** to request leave during term time. A directive from the DFE states quite clearly that no parent can demand leave as of right. Absence from school could place a child in academic difficulty. It interrupts the flow of teaching and learning in the classroom. Staff cannot repeat work as there is not time to do so and it would be unfair to those children who do not take leave during school time. Changes to the Education (Pupil Registration) (England) Regulations 2006 which came into force in September 2013 make it clear that any leave of absence in term time should only be granted in 'exceptional circumstances'. Any leave taken where prior permission has not been sought and without headteacher approval will be marked as unauthorised absence and may be subject to legal action.

ST DUNSTAN'S, CHEAM, C OF E PRIMARY SCHOOL

- Request for leave of absence from school has been authorised
- Leave will be unauthorised

Signed Date