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| **PUPIL LEAVE OF ABSENCE FROM SCHOOL**  **Office use only**  Headteacher :  Bromcom Register :  Response Sent : |

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| Full Name of children: 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_    2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_    3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_ |
| I intend to take my child/children out of school on the following dates. I understand that the absence of my child/children may be recorded as ‘unauthorised’ on the school’s register. As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child’s absence from school is unauthorised and meets the national threshold of 5 school days in a rolling period of 10 school weeks. This is in line with Staffordshire County Council’s Code of Conduct – the full attendance policy is on our website.    Head Teachers have discretionary power to grant requests only in exceptional circumstances.    Start Date: \_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_ Total Days: \_\_\_\_\_\_\_        **EXCEPTIONAL CIRCUMSTANCES**    Please indicate the reason for your child’s absence.  If this is for a holiday, please indicate why this holiday could not take place in the course of the normal school holiday pattern (please see the Attendance Policy on the school website before writing your reasons).          **Absence for Medical Reasons**(e.g. Operations and post-operative absence).            **Name of Parent(s) requesting Leave \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date \_\_\_\_\_\_\_\_\_** |
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