

Cheadle Heath Primary School

REQUEST FOR PLANNED ABSENCE DURING TERM TIME

FROM SEPTEMBER 2022

This form should be completed and signed by the parent / carer and returned to the Headteacher before the commencement of the period of absence and before making any bookings regarding the absence.
Absence will only be granted in EXCEPTIONAL CIRCUMSTANCES. See website for guidance.

Section A – To be completed fully by Parent / Carer

A separate form should be completed for each pupil that leave of absence is being requested for.

Name of Pupil:			
Class / Year Group:			
Name of Parent / Carer:			
Address:			
Start date of proposed absence:		End date of proposed absence:	
Number of school days absent excluding weekends			
I have read the information regarding Term Time Holidays and Leave of Absence (see website).			Yes / No
I am aware that only exceptional or special circumstances can lead to authorised absence.			Yes / No
I understand that the price of a holiday / flights will not constitute special or exceptional circumstances.			Yes / No
Reasons for request:			
Signed		Date	

Section B – To be completed by Cheadle Heath Primary School

Date: _____

Pupil's current % attendance: _____

<ul style="list-style-type: none">The request may be deemed special / exceptional circumstances and on this occasion is approved.Please note that this does not set a precedent for future requests being authorised.	ABSENCE APPROVED
<ul style="list-style-type: none">The request does not meet the guidelines for special / exceptional circumstances and is not approved.If taken the absence will be unauthorised and may be subject to a fine from the Local Authority.	ABSENCE NOT APPROVED

Christine Meekley

Headteacher