

EXCEPTIONAL CIRCUMSTANCE ABSENCE LEAVE FORM

Important - Please make sure you have read this section before completing the application form:

Regular attendance is vital for your child's education progress. Kingston Education Authority expects all parents/carers to ensure that their children attend school whenever possible. Absences due to holidays taken during school time could hinder academic progress. Without school's permission, such absences are treated as truancy and may lead to parental prosecution. By law, in some circumstances head teachers have the power to delete a child's name from school's roll should parents arrange for him/her to go away for holidays in term-time and without schools' permission. In such circumstances, your child's school would not be able to guarantee a school placement for your child when he/she returns. Therefore, when returning from holidays, you may have to apply to a new school for an available placement.

If you think you still want to apply for a family holiday in term-time and believe you can convince the school your case is exceptional, please complete this form and return it to the school **at least four weeks before your intended departure date.**

Thank you.

Full name/s of your child/ren at this school:

Class/es:

Full names/s of sibling child/ren at the Infant school:

Full names of other school-aged children in your family and the schools they attend.

First day of absence:

Last day of absence:

Date returning to school:

Family Address:

Reason for application and dates of leave requested (please explain why the school should treat your case as an exception):

Signature of parent(s)/carer(s):

Date: / / /

Attendance last year

Days taken so far :

Teacher / SEN Comment:

Office (Head Teacher) use only

Name of Child:

Class :

- Seen by head teacher
- If there are school-aged siblings, their schools have been contacted and the same response agreed between the schools
- It is an exceptional case and the agreement for leave is reached
- It is not an exceptional case and the application has been declined
- Other decisions:

Date: / / /