

## Parc Eglos Leave of Absence Request Form



'Cornwall County Council Education Department recognises that regular school attendance is essential. Children need to enjoy their time in school and make the most of the opportunities available to them... Time missed at school can lead to gaps in knowledge that become difficult to fill.'

Education Welfare Service, *Is your Child at School Today? (A Guide for Parents & Carers)*

Please complete this form and return it to the school office **PRIOR TO ABSENCE**. Absences taken without notification / approval will be marked as unauthorised.

Name of Child:	Class:
Please also detail any siblings in other SPCMAT Schools (i.e. Helston Community College, Mullion Secondary), we work to ensure parity across all our schools.	Siblings/other schools:
<u>Extenuating Circumstances for Absence :</u>	
<p>Parents are reminded that <b>HOLIDAYS SHOULD NOT BE TAKEN DURING TERM TIME &amp; similarly that ROUTINE DENTAL / MEDICAL APPOINTMENTS SHOULD BE BOOKED OUTSIDE OF SCHOOL HOURS.</b></p> <p>Please be aware that, if your child's attendance is poor (&lt;90%), it is unlikely that the school will be able to grant permission for an absence and that <b>no leave of absence can be granted during SATs exams or the first two weeks of the start of term, in accordance with County Guidance. Thank-you.</b></p>	
Date absence from :	Date to (inclusive) :
Signed (Parent/Carer) :	Date :

Office Use Only: Number of Sessions  Approved  Not Approved

### Parc Eglos Leave of Absence Request Form Return Slip

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Leave of Absence Requested from \_\_\_\_\_ to \_\_\_\_\_ ( \_\_\_\_\_ sessions)

Current Attendance \_\_\_\_\_ %

- Due to exceptional circumstances, leave of absence has been authorised on this occasion.
- Please make an appointment to discuss this request further.
- On this occasion, I am unable to authorise leave of absence due to Government legislation.
- On this occasion, I am able to authorise absence as your child is under statutory school age.

Signed: \_\_\_\_\_

Jayne Banner (Headteacher)