

Sexton's Manor Primary School

Head Teacher: Mrs Lorraine Ratcliffe

Deputy Head Teacher: Mr James Murray

Chair of the Governing Body: Mr Richard Selby
Greene Road, Bury St. Edmunds, Suffolk IP33 3HQ

Tel:01284 754371

Application for leave of absence for exceptional circumstances

Please read the following Guidance carefully. As parents you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that Working together to improve schools' attendance August 2024, states that generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please refer to our School Attendance Policy.

Name Of Child		Class
I am applying for leave of absence for my child		
from:		to:
Number of school days:		
The exceptional circumstances for which leave is requested		
Please name any other child and their school that will be absent from school		
Signed (Parent/ Carer)		Date:
To be completed by the head teacher.		
Name Of Child:		Class:
Approved		The absence will be recorded as authorised.
Not Approved		The absence will be recorded as unauthorised.
Penalty notice		Request will be made to Suffolk County Council for a penalty notice to be issued.
Explanatory Notes		
Signed:		Date:



For Office Use Only

Letter To Parent/ Carer

Date Sent _____

Teacher Informed

Arbor updated

Penalty Notice Request

Date Sent _____