



SHERRIER C. E. PRIMARY SCHOOL

HEADTEACHER: Miss Lyndsey Beckett

Bitteswell Road Lutterworth Leics. LE17 4EX Tel: 01455 552791 Fax: 01455 557549
Email: office@sherrier.leics.sch.uk School Website: <http://www.sherrier.leics.sch.uk>

REQUEST FOR PUPIL LEAVE OF ABSENCE

Name of Pupil	Year Group & Registration:	
Proposes dates:	From:	To:
Please note:	<ul style="list-style-type: none"> • Leave would only be granted where exceptional circumstances exist. • Cost of a holiday is NOT an exceptional circumstance. • Any leave taken without prior consultation with the school will be marked as 'unauthorised absence'. • Request will be refused if your child already has a poor record of attendance or if national tests are taking place at the time of leave. • Days taken in excess of any agreed period will be marked 'unauthorised absence'. • Leave taken without authorisation may result in parents being issued with a Penalty Notice from the local Authority, more details can be found at www.leics.gov.uk • Formal documentation may be required as proof of exceptional circumstance. 	
<p>Please indicate the reasons why this leave could not take place in the course of the normal holiday pattern. Please provide as much information as possible relating to the exceptional circumstances:</p>		
<p>Please provide details of any siblings who attend a school in Leicestershire:</p> <p>Name (s): _____ School (s): _____</p>		
<p>Signed: _____</p> <p>Print name: _____</p> <p>Signed by the person with legal responsibility for the child</p>		<p>Telephone contact number: _____</p> <p>Date: _____</p>