

HINGUAR PRIMARY SCHOOL & NURSERY

New Garrison Road, Shoeburyness, Essex, SS3 9FE ☎ 01702 292 721

🌐 www.hinguar.secat.co.uk ✉ office@hinguar.secat.co.uk

Headteacher: Mrs Alison Waite

Request for leave from learning in School Time

*Pupils are only in school for 190 days each year.
There are 175 other days for holidays and other activities.
80% attendance represents 1 day off a week
90% attendance represents 1 day off a fortnight*

How to use this form:

- Use for all absence other than sickness.
- Return to school **4 weeks before** the date of requested absence.
- Use a separate form for each absence and each child.

Guidance:

- Absence can only be authorised by the Headteacher.
- From September 2013 Amendments to The Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers **may not** grant leave of absence during term time unless there are exceptional circumstances.
- No absence will be authorised for **year 6 pupils during SATs week or for any pupil during September.**

Parent / Carer to complete this section:

Child's Name..... Class.....

Is this the first request for absence this academic year? YES/NO

Dates Required..... Number of Days.....

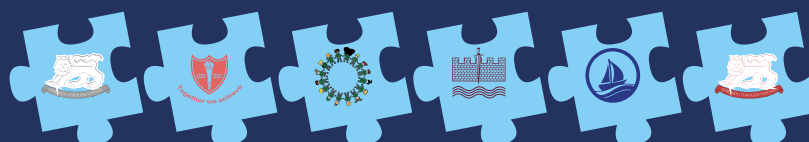
Please indicate any other school to which you are applying:

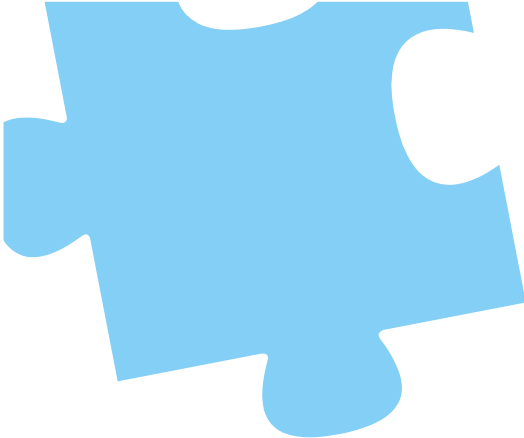
The exceptional circumstance giving rise to this request is: (Please attach any supporting documentation if required to support your claim)

Form submitted to School office on

Signed.....Parent / Carer Date.....

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Headteacher to complete this section:

This request for leave is **approved**.

This request is **approved** - for the following dates:
First day of leave: _____ Last day of leave: _____ For _____ days:

The request is **not approved**. Please see below for the reason.

If the pupil is absent as proposed above it should be recorded as **unauthorised** for the following reasons:

No details of exceptional circumstances provided	
The reasons given are insufficient to warrant authorisation	
The leave has not been requested four weeks in advance	
The reasons given for the request are not considered to be exceptional	

Letter sent	Date	Signature
Approved		
Not approved		

Signed.....Date.....

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