



Morgan's Vale and Woodfalls CE Primary  
and Mini Morgan's Preschool  
Morgan's Vale Road  
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Salisbury  
Wiltshire  
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## Leave of Absence Request Form

At Morgan's Vale, we believe that every lesson is important & maximum attendance and punctuality are valuable life skills

### Taking your child out of school during term time may harm your child's academic progress.

Schools may agree up to 10 days holiday absence in exceptional circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Headteacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time, which can be found on the school website.

|                                        |  |  |                           |
|----------------------------------------|--|--|---------------------------|
| Name of Child(ren)                     |  |  |                           |
| Class                                  |  |  |                           |
| Date of First Day of Absence:          |  |  | Date of Return to school: |
| Number of Days requested               |  |  |                           |
| Known siblings and school(s) attending |  |  |                           |
| Reason for Absence                     |  |  |                           |

### Please tick below to indicate which exceptional circumstance applies to the reason for this request.

☐ exceptional family circumstance. Please provide details (use separate sheet if necessary):

|  |
|--|
|  |
|--|

☐ unavoidable medical / dental appointment (although it is the school's expectation that every effort should be made to secure routine doctor/dentist appointments out of school hours or during the holidays)

☐ absence, within reason, for an external exam or to attend elite events

Please note that **family holidays will not usually count as a reason to authorise absence in term time.**

Signed: .....Parent/Carer

Date: .....

**For school use:**

Attendance%:

Total sessions pupil absent this academic year:

Total unauthorised absence this year:

**Request authorised: Yes/No**

Signed: ..... (Executive Headteacher) Date.....

**Executive Headteacher: Mr D Webber**

**Head of School: Mrs S Black**

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