

TOPCLIFFE PRIMARY SCHOOL

NOTIFICATION OF LEAVE OF ABSENCE

Government Regulations state that, requests for family holiday and extended leave is no longer authorised. Regular attendance is an important factor in your child's progress and attainment, please think carefully before taking your child/children out of school.

Child/ren's Name:

Class:

Will be absent from:

My child/ren will return to school on:

The purpose of this absence is:

.....

Parents/Carers signature:

Print Name:

Date:

For office use only: Teacher Copy / Parent Copy

Number of absence/holiday days requested:

Total absence/holiday taken this year:

Attendance % this year to date: Last year%:

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- Under Local Authority's 'Leave in Term Time Guidance' and a 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, **request is not granted.**
- Leave granted due to exceptional circumstances.
- Comments:

Signed:..... *Headteacher*

Date:

Refusal letter posted/given to parent on: