



Summerfield School

The Best You Can Be – Everyone, Every Day

Downley Avenue,
Bradwell Common
MILTON KEYNES
MK13 8PG

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www.summerfieldschool.org

Headteacher: **Ian Fraser**

Leave of Absence Application

We all wish that our children make the most of their skills, talents and opportunities. Regular attendance at school is vital if we are to achieve this aim. Without regular attendance, the learning process is disrupted and children do not achieve their full potential. **Parents are strongly urged to avoid booking family holidays during term time as this significantly affects educational progress.**

There is no *right* to take a child out of school for such a holiday. In certain exceptional circumstances leave of absence can be authorised. Applications should be made to the Headteacher who may grant up to 10 school days in a school year. Permission will not be granted for leave of absence during SATS week in May or if attendance is below 90%. This **legal** situation is defined under regulation 12 of the Education (Schools & FE) Regulations 1981.

I request that (name of child/children)

Class:...../..... be granted leave of absence FROM:.....TO:.....

Please state clearly the reason for the request:

.....
.....

Signature Parent/Carer Date

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(For School use)

Child/children's name Class...../.....

Absence from to

Application for leave of absence authorised unauthorised

Reason why absence has not been agreed:

We can only agree absence in exceptional circumstances.

Signed Headteacher Date:

If you wish to discuss this application, please contact the school.

Current office files/Attendance/Leave of Absence application

