

The Grove Primary School

Campkin Road, Cambridge. CB4 2NB

Tel: 01223 577017 Fax: 01223 577018

Email office@grove.cambs.sch.uk Web www.thegroveschool.net

Headteacher Ms Karen Martin



Application for Exceptional Leave of Absence from School During Term Time.

This form should be completed and signed by the parent or carer having charge of a pupil. It should be returned to the headteacher before commencement of the absence.

You are strongly urged to avoid taking leave of absence during term time. Parents do not have any right or entitlement to take their child out of school during term time. As a rule we will not authorise leave for things such as holidays, although we do have discretion in exceptional circumstances.

Applications to the headteacher for exceptional leave of absence will be considered individually using criteria as detailed in our Attendance policy. This is available on request from the office on the website.

Requests for exceptional leave of absence in term time will be returned to you by the headteacher and if your request is not authorised you shall be informed of the reasons why.

I hereby request that (name of pupil)be granted leave of absence from school.

From (date) to(date) inclusive.

For the purpose of

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Signed

Please state relationship to child

Address

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