



Cloverlea Primary School



Learning



Caring



Believing



Achieving

Dear

Headteachers may only grant leave if they believe there are exceptional circumstances involved.

The Department of Education has made it very clear that family holidays and extended leave in term time should not be granted.

"Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances."

- DfE September 2013

Yours sincerely,

Mr C Mc Connell

Headteacher

Please complete and return to Headteacher

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Proposed dates of absence.....

Date (1st day of absence).....

Date (Return to school).....

Number of days absent.....

Name of child/ren.....

Class/es.....

Reason.....

Sign/Print.....Parent/Carer

Inspiring children to care, learn and achieve

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