



Sunningdale School
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8th May, 2017

Dear Parents and Carers,

I am writing to remind all parent/carers that in line with Government statutory advice children should NOT be taken out of school for holidays during term time.

As I'm sure you are aware we are advised that we unable to authorise absences for holidays during the school term.

However should you want to make a future request for your child to be absent for a holiday and you believe there are 'exceptional circumstances' you will need to contact school and complete a request form listing the reasons.

It is important as I'm sure you are aware that we continue to encourage children to attend school as often as possible in order to support progress and achievement.

Thank you for your continued support.

Yours Sincerely,

Celia Wright (Headteacher)



INVESTORS
IN PEOPLE | Gold



Sunningdale School

REQUEST FOR HOLIDAY ABSENCE DURING TERM TIME

Department for Education Advice:

School Attendance:

*Guidance for maintained schools, academies, independent schools and local authorities
(November 2016)
(Gov.uk website)*

Sunningdale School complies with the Government's following statutory guidance:

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.



Sunningdale School

Request for Leave of Absence during term time

Name of Pupil DOB

Address

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I wish to apply for leave of absence for my child for the purpose of an annual family holiday:-

From(day).....(month).....(year)

To(day).....(month).....(year)

Reasons in support of request for leave of absence. Headteachers may only grant leave of absence in exceptional circumstances (DFE advice)

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I understand that the granting of leave of absence during term time is entirely at the discretion of the Head Teacher.

Signed(Responsible Parent)

Authorised _____ (Head Teacher)

Unauthorised _____ (Headteacher)