



# St Ivo School Specialist Humanities College

High Leys, St Ives, Cambridgeshire PE27 6RR

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Main website: www.stivoschool.org

Headteacher: Mark Patterson



## APPLICATION FOR LEAVE OF ABSENCE

**Holidays should be arranged outside of Term Time – St Ivo School Policy in line with Government Policy is that Holidays in Term Time will not be authorised**

If, however, it is absolutely unavoidable due to exceptional circumstances then you should complete this form and return it to the Attendance Manager.

Unauthorised absence will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Education Welfare Officer and possible legal proceedings.

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. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

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To be returned to St Ivo Attendance Office, St Ivo School  
(via Reception)

I request that \_\_\_\_\_ Form \_\_\_\_\_  
be granted leave of absence from St Ivo School on the following dates.

From \_\_\_\_\_ to \_\_\_\_\_

Reason \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/carer)

Please supply a day time telephone number(s) on which you may be contacted to discuss your application.

☎ \_\_\_\_\_ ☎ \_\_\_\_\_

For office use only:

Parent contacted

Request approved  Denied

Head of Year informed

Request denied/reason \_\_\_\_\_

