

BISHOP CORNISH CHURCH OF ENGLAND V.A. PRIMARY SCHOOL

*Lynher Drive Saltash Cornwall PL12 4PA
Tel: 01752 845463*

Head Teacher: Mrs Sue Green

APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The Department for Education's regulations state that pupils should not be absent from school during the academic year.

The regulations make it clear that:

- Only in exceptional circumstances may leave be granted;
- Permission for the pupil to be absent must be sought before the leave;
- The school may refuse permission.

We would stress to parents that any extended absence from school will inevitably have a detrimental effect on a pupil's education and would urge parents to consider carefully the implications of such an absence. Your child will miss important work that may not be covered again. If, however, the absence is unavoidable, please complete the details below and return the form to your child's class teacher.

Pupil's name _____ Year _____

Dates of leave of absence _____

School days missed: First school day _____

Last school day _____

Reason for absence: _____

Signed _____ Parent/Guardian Date _____

Received _____ Head Teacher Date _____