

# Ellistown Primary School

Whitehill Road, Ellistown, Coalville, Leicestershire, LE67 1EN

Email: admin@ellistown.leics.sch.uk

Telephone: 01530 260301

Head Teacher: Keily Stretton Deputy Head: Jenny Borthwick



## Leave Of Absence Application Form

Name Of Child: ..... Class: .....

Date of absence

First day of absence: ..... Last day of absence: ..... inclusive.

Number of days requested: .....

Please note:

- Government guidelines, which came into effect on 1<sup>st</sup> September 2013, prevent Headteachers from granting any leave of absence during term-time, unless there are **EXCEPTIONAL CIRCUMSTANCES**.
- All requests will be refused if your child has already poor attendance or if national tests are taking place at the time of the absence.
- A **FAMILY HOLIDAY** during term-time does not fall under the category of "exceptional circumstances".
- Any request for term-time family holiday will be marked as an unauthorised absence unless the Headteacher deems it to be **EXCEPTIONAL CIRCUMSTANCES**.
- Any leave taken without prior consultation with the school will be marked as "unauthorised absence".
- Any unauthorised absence taken in term-time may result in a penalty notice being issued.

Please indicate the reasons why this absence could not take place in the course of the normal holiday pattern:

Signed: ..... Date: .....