



Kington St. Michael C.E. Primary School

Head Teacher: Mrs Victoria O'Brien, DipTch, BEd, EYPS

The Ridings
Kington St. Michael
Chippenham
Wiltshire
SN14 6JG

REQUEST FOR LEAVE TO BE ABSENT IN TERM TIME UNDER EXCEPTIONAL CIRCUMSTANCES

All parents will understand that regular attendance at school is necessary for children to make good progress with their education. Taking your child out of school during term time may harm your child's academic progress. Therefore, we hope that family holidays will be arranged during school holiday periods.

Schools may agree up to 10 days holiday absence in special circumstances with consideration being given to pupil's attendance, attainment and public examinations. Absences may only be authorised at the discretion of the Head teacher.

Circumstances which are notified to the school or Local Authority **after** a decision has been made by the Headteacher will not be considered. Therefore, please be certain to provide details of the special circumstances relating to your application below and attach any supporting evidence.

Please read the Local Authority leaflet which explains Penalty Notices issued for unauthorised holidays during term time (available at the office and on our website).

Name of Child(ren)	
Class	
Date of First Day of Absence	
Date of Return	
Number of Days requested	

Exceptional Circumstances (reason) for holiday to be taken during term time:

Family holiday / Wedding / Funeral /*Other reason (delete as necessary)

*Please complete below giving further details about the absence

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Parent/Carer Signature: _____

Date: _____

Full name of Parent/Carer: _____

For school use:

Attendance: _____ %

Request authorised: Yes / No

Signature: _____

Confirmation sent to Parent ☐

Noted on SIMs ☐

Date: _____

Initials: _____