



St. Peter's Catholic Primary School
Horton Road
Gloucester
GL1 3PY

Headteacher: Mrs. C. Baron
Chair of Governors: Mr J. Evans

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Request for absence during school term – exceptional circumstances only

Please remember that absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. There is a consequent risk of underachievement, which together we must seek to avoid. Amendments to the 2006 regulations make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Name:**Class:**

Period of absence required:

Reason for request:

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Signed:.....**Parent/Carer** **Date:**.....

Dear Parent/Carer

Re:.....**Class:**.....

Leave of absence authorised between.....and.....

Please ensure that your child returns to school promptly as failure to do so can result in their removal from the school roll.

Leave of absence refused between.....and.....

Any absence from school between.....and.....will be marked as unauthorised and referred to the Education Entitlement and Inclusion Service who may issue a Penalty Notice of up to £120 (Section 444(A) of the Education Act 1996).

Signed.....**Headteacher** **Date:**.....

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