

MANOR GREEN SCHOOL
Elizabeth Hawkes Way, Maidenhead. SL6 3EQ
Tel: 01628 513800 email: office@manorgreenschool.co.uk

REQUEST FOR LEAVE OF ABSENCE

This school does not authorise term-time absences unless there are exceptional circumstances which need consideration. Term-time family holidays will not be authorised.

Requests for term-time absence should be made at least 14 days before the start date

SURNAME	FORENAME	Class
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REASON FOR REQUEST:

First date of absence from school:	Returning to school on:	No. of school days absent:
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Please note in accordance with required Government guidelines: 1. Leave of absence during term time is not an automatic right. 2. Leave of absence requests will be considered in relation to the student's attendance, their age and their progress at school. 3. Absences not agreed will be deemed as unauthorised and so noted in the student's school record. 4. Unauthorised absences may be considered for a Fixed Penalty Notice or other action. 5. A student may be removed from the school roll and parents/carers will need to reapply for a place via the Local Authority Admissions Team.

I have read and understand the information above
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SIGNED (Parent/Carer):

Print Name:	Date:
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Headteacher's decision: Request authorised

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Request not authorised

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SignedHelen Hannam, Headteacher Date