

Cavendish Church of England Primary School

The Green Cavendish
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Request for Special Leave of Absence

Name of child(ren):	Class:

Requested period of absence from: _____ until _____ inclusive (insert dates)

Total number of school days missed will be: _____

The above absence is requested in order to:

The reason why this must be taken during term time rather than in school holiday time is:

How will you support your child's missed learning:

+

Do you have a child at another school who will also be requesting this leave? YES/NO (please circle)

Name(s): _____ School(s): _____

I understand that any decision will be made after consideration of the County's strict criteria for authorising term time absence, the impact it will have upon the child/ren's education and their previous attendance record. All absence is tracked by the Headteacher and Educational Welfare Officer. Suffolk County Council operates a system of Penalty Notices. This may include a warning letter or a fine.

Name of parent / carer (please print): Mr/ Miss/ Mrs/ Ms

Signature: Date:

- ☐ Meets with the County's criteria and has been authorised
- ☐ Does not meet the County's criteria and cannot therefore be authorised
- ☐ Following our meeting, has / has not been authorised as an extenuating circumstance



Special Leave of Absence Request: School Reply Slip

The request for _____ to be absent from school

from: _____ until _____ Number of school days _____

- ☐ Meets with the County's criteria and has been authorised
- ☐ Does not meet the County's criteria and cannot therefore be authorised
- ☐ Following our meeting, has / has not been authorised as an extenuating circumstance

Signed: (Headteacher) Date:



Artsmark
Silver Award
Awarded by Arts
Council England



Challenge, Creativity, Compassion: Create a pure heart in me – Psalm 51:10