

Bushey Heath Primary School

Headteacher Miss Penny Barefoot



Respect, Encourage & Achieve

Application for Leave of Absence

Name of child	
Year	
Date from	
Date to	
Reason	
Signature of parent	

The Headteacher may not grant a leave of absence unless in exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances which warrant the leave. A family holiday will not be considered exceptional circumstances. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headteacher's discretion. All other absences will be recorded as unauthorised.

The only exception to this rule is for religious observance which will be treated as authorised absence. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.

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