



# BISHOP CORNISH CHURCH OF ENGLAND V.A. PRIMARY SCHOOL

Lynher Drive Saltash Cornwall PL12 4PA  
Head Teacher: Mrs Tracey Fletcher  
Tel: 01752 845463 Fax: 01752 848055  
www.bishop-cornish.cornwall.sch.uk



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

The Department for Education’s regulations state that pupils should not be absent from school during the academic year.

The regulations make it clear that:

- Only in exceptional circumstances may leave be granted.
- Permission for the pupil to be absent must be sought before the leave.
- The school may refuse permission.

**We would stress to parents that any extended absence from school will inevitably have a detrimental effect on a pupil’s education and would urge parents to consider carefully the implications of such an absence. Your child will miss important work that may not be covered again.** If, however the absence is unavoidable, please complete the details below and return the form to the school office.

Pupil’s Name \_\_\_\_\_ Year \_\_\_\_\_

Dates of leave of absence \_\_\_\_\_

School days missed: First school day \_\_\_\_\_

Last school day \_\_\_\_\_

Reason for absence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

### For office use only:

Attendance percentage: \_\_\_\_\_

Approved/Not Approved

Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_

