

**OXFORDSHIRE COUNTY COUNCIL – EDUCATION DEPARTMENT**  
**APPLICATION FOR ALL ABSENCE FROM CUMNOR SCHOOL**

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. The Local Education Authority expects all parents/guardians to ensure that their child attends school whenever possible. Absences due to holidays, taken during term time, could hinder academic attainment.

The Government has introduced some significant changes to attendance regulations for pupils at school from September 1<sup>st</sup> 2013. The most important of these is in relation to term-time family holidays. Below is a quotation directly from the Department of Education Circular:

'Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you wish to apply for your child to be absent from school, please complete this form and return it to school at least two weeks before the intended departure. Thank you.

<p><b>To: The Headteacher, Cumnor Primary School</b></p> <p><b>I request leave of absence to be granted</b></p> <p><b>To..... (name of child)</b></p> <p><b>From..... to ..... (dates)</b></p> <p><b>Please give reason for requesting absence during term time</b></p> <p>.....</p> <p>.....</p> <p><b>Signed.....Date.....</b></p>
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<p><b>School Use Only: (Staff to initial as approved/seen)</b></p> <p><b>1. Headteacher:</b> .....</p> <p><input type="checkbox"/> Authorised Absence   <input type="checkbox"/> Unauthorised Absence   <input type="checkbox"/> Holiday Unauthorised Absence</p> <p><b>2. Class Teacher/s:</b> .....   <b>3. Office:</b> .....</p>
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✂.....

Dear Parent/Carer of \_\_\_\_\_ (child's name).

Thank you for your request for absence on \_\_\_\_\_ (date).

This will be recorded as:

Authorised Absence    Unauthorised Absence    Holiday Unauthorised Absence

Headteacher .....Signed