

Dryden School
Shotley Gardens
Gateshead
NE9 5UR



Tel: (0191) 4203811 / 4203812
Fax: (0191) 4203701
drydenschool@gateshead.gov.uk

Executive Headteacher: Mrs Jane Bryant
Head of School: Mrs Dawn Winter

REQUEST FOR PERMISSION FOR LEAVE OF ABSENCE FROM SCHOOL
DURING TERM TIME

We ask parents to carefully consider the implications of taking leave of absence during term time. It is not in the child's interest to miss time out of school.

Name of pupil:

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Date of Birth:

.....

Address:

.....

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Reasons for leave of absence (please be clear why you feel these are exceptional circumstances):

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First day of absence:

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Last day of absence:

.....

Signature: Date:
(Parent/Carer)

Due to recent amendments (April 2013) that have been made to the Department for Education's Pupil Registration Regulations to address attendance issues, it has been made clear to headteachers that they **should not grant leave of absence during term time unless there are "exceptional circumstances"**. The law does not grant parents/carers an automatic right to take their child out of school during term time. It is a common misconception that pupils are allowed to take up to ten days holiday in term time during any academic year.

TO BE RETURNED TO SCHOOL AT LEAST 6 WEEKS BEFORE THE LEAVE OF ABSENCE REQUEST

