

Balcombe C E (C) School

London Road, Balcombe, West Sussex, RH17 6HS

Headteacher : Wendy Millbanks

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WEST SUSSEX LOCAL EDUCATION AUTHORITY

Request for Absence From School

To: The Headteacher – Balcombe C E (C) School		Date: _____
Name(s)	_____	Class
	_____	Class
Inclusive Dates : from	_____	to _____ N° Days _____
Reasons for seeking absence during school time:		

Signed:	_____	Print Name: _____
	<i>(parent/guardian)</i>	
Please read notes below.		

NB

- Absence not approved by the school in writing and in advance will be recorded as 'unauthorised'

Additional Notes

- Dfe amendments to the Education (Pupil Registration) (England) Regulations 2006 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.
- A 'Request for Absence from School' form must be submitted for applications for absence due to 'Exceptional Circumstances'.
- Holidays should be planned in school holiday time to avoid disruption of your child's education.