

THE ORCHARD SCHOOL
EXCEPTIONAL LEAVE OF ABSENCE

In accordance with Surrey County Council policy absence will **NOT** be authorised for:

- Family holidays
- Day trips
- Routine dentist appointments
- Long weekends
- Absence during exams/assessment periods
- Family birthdays

Name of Child Class

Dates requested from to

If absence is unauthorised and leave is taken without permission, you may receive a fixed penalty notice of £60 per child and parent. Please refer to The Orchard Attendance Policy.

Please note that absence from school affects attainment, progress and attitudes towards school. If the reason for your child being absent from school is **exceptional** and not for the reasons above, please state the reason below:

.....
.....
.....

Signed Parent/Guardian Dated

EXCEPTIONAL LEAVE OF ABSENCE

(Name) Class

from to

- Granted
- Refused
- This unauthorised absence will be fined

Signed Dated

Mrs Sally Cary - Headteacher