

Celebrating Our Achievements



CONDOVER
C.E (Aided)
School

Peace
Trust
Love
Hope
Friendship



Headteacher: Mrs K.L. Lewis BEd Hons NPQH
Chair of Governors: Mrs Sara Miles

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APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES

From 1st September 2013 School Attendance Regulations have changed. Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an exceptional circumstance; **the annual family holiday would not be deemed an exceptional circumstance.**

Name of pupil.....Class.....

Address.....

Telephone number.....

Date(s) leave requested..... Total days.....

Exceptional circumstances.....

Signed (parent/carer)..... Date.....

FOR OFFICE USE ONLY	
<input type="checkbox"/> Authorised	<input type="checkbox"/> Attendance certificate attached
<input type="checkbox"/> Not authorised	<input type="checkbox"/> Refer to EWO
Comments	
Signed..... Date.....	