



Children are the Future

Hamilton Primary School



INVESTOR IN PEOPLE

Headteacher: Mr G Aldous

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Dear Parents

The school policy no longer gives permission for holidays to be taken during term time.

If you wish to take your child out of school for a period of time, then it will be recorded as unauthorised absence on your child's record.

At present I am only empowered to grant leave of absence of up to 10 days in **exceptional circumstances** and therefore it is important that you give full details of your special circumstances below.

May I remind you that children are only in school for 190 days a year and it is important that their learning is not unnecessarily interrupted.

Yours sincerely

Graeme Aldous

Headteacher

X

LEAVE OF ABSENCE REQUEST

Child's Name(s):..... Class(es):.....

I understand that Leave of Absence for my child/children may be unauthorised.

Inclusive dates required: From:..... To:

Reason:.....

.....

.....

(Please continue overleaf if necessary)

Signed:..... *(Parent/Guardian)*

Permission Granted:	Permission Refused:
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Headteacher's Comment:
I am able / unable to grant your request for leave of absence because

Copied To:	Parent	
	Class Teacher	
	School Office	
	File	
Date:		