



HOBLETT'S MANOR JUNIOR SCHOOL

Leave of Absence request for exceptional circumstances.

As you will be aware, **the Government does not permit schools to authorise absence for holidays during term time. Please only request an absence if the circumstances are exceptional.**

Family holidays (including any that are to be paid for by Grandparents or other family members) should be booked during the 13 weeks of school holidays. School holiday dates are available on the school website (www.hoblettsjm.herts.sch.uk) and, for future years, on the hertsdirect website (www.hertsdirect.org.uk).

If the request is not authorised we are asking you not to take your child out of school and we would ask you to support the school with this.

Child's name Class

First day of absence Last day of absence

No of days absent from school

Exceptional reason for your child to be absent from school:-

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Parent/Carer signature: Date:

For school use: Granted/Not Granted. No. of days: System updated: / / 202 by

✂.....

Reply slip – for school use

Child's name Class.....

Leave of absence from to inclusive,

Granted / Not granted as no exceptional reasons for the application have been submitted and the absence will be recorded as unauthorised.

Signed (Headteacher) Date