

Leave of Absence Requests

In accordance with our **Leave of Absence Policy** we take account of guidance from Hampshire County Council and the Department for Education regulations (2013).

- Continuity of learning for all our pupils is very important. The school expects and encourages high attendance, of over 95%, from all pupils.
- The school recognises that there may be exceptional circumstances requiring authorised absence and our policy gives clarity to families on what these might be.
- Each request for leave of absence will be treated individually.

Please note that any requests to take your child out of school during term time should be discussed with the Headteacher in advance of the absence. Please contact the school office to arrange an appointment to do this.