



Request For leave

Schools are only able to authorise absence from school in exceptional circumstances. In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Please note there is no general right to authorise absence for a family holiday. If you take your child out of school without permission the absence will be unauthorised and we will consider legal action.

You are advised not to make any arrangements until your request has been considered.

Absence Request Forms are available to download from the website, or by collecting a paper copy from the office.

Please return completed forms to the school office or email completed form to:

adminoffice@sunhill-jun.hants.sch.uk

These will be passed onto the Headteacher for approval and returned via your child.

Please note any holiday requests for Year 6 pupils during SATs Week will not be authorised.