

## REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

### GUIDANCE

To be completed and returned to the school prior to the leave, along with a letter detailing the exceptional circumstance for which the leave of absence is required.

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1 September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application. Taking your child out of school during term time could be detrimental to your child's educational progress. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

Completing the form:

- Use for all absences other than sickness.
- Return form to school in advance of requested absence otherwise the absence will automatically be unauthorised.
- Use a separate form for each child and each absence.

<b>Child's Name:</b>	<b>Date of Birth:</b>	<b>Class:</b>
<b>First Day of Absence:</b>		<b>Last Day of Absence:</b>
<b>Number of Days Requested:</b>		

**Reason for Requesting Absence in Term Time:**

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**Which exceptional reason does your request fulfil? (please tick)**

Serious and sudden illness of a close relative and you must leave in an emergency	
A one off, never to be repeated occasion that can only happen at that time, e.g. wedding / funeral	
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Any religious observance	
A significant educational opportunity	

**Please provide names of siblings attending any other education provisions**

Name of Sibling	Name of Education Provision

**Contact Details Whilst Abroad/Absent from School**

If your child is being taken out of school during term time and the details of their location is not provided, this could turn into a serious safeguarding issues. When a child is absent or missing from school, they could be at risk of harm. The school has a duty to keep children safe and this includes knowing where they are. If the Parent/Carer fails to provide the required information, then the school may make a referral to the police or the Local Authority.

**Address:**

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<b>Telephone Number:</b>		
<b>Email Address:</b>		
<b>Please provide details of proof of being away and attached also:</b>		
<p>I make application for my child to have authorised absence from school. I understand that if this is not agreed then any subsequent absence will be treated as unauthorised and this could lead to a penalty notice or a summons to court for irregular school attendance.</p> <p>I have read and understood the guidance above.</p> <p><b>*This is defined as any adult with legal parental responsibility for a child.</b></p>		
<b>Parent 1*</b>		
<b>Title:</b>	<b>Full Name:</b>	<b>Telephone Number:</b>
<b>Relationship to Child:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Parent 2*</b>		
<b>Title:</b>	<b>Full Name:</b>	<b>Telephone Number:</b>
<b>Relationship to Child:</b>	<b>Signature:</b>	<b>Date:</b>

**School to Complete:**

- Child's current attendance .....%
- How many days' holiday already taken this academic year? .....
- Is the Education Welfare Officer working with the family? Yes/No
- Is Children's Services supporting the family? Yes/No
- Is the request for leave during the exam period? Yes/No
- Has the school received proof of where the child is stay during absence? Yes/No
- Does the request fit the exceptional criteria? Yes/No
- Has a written response been sent to all parents/carers? Yes/No
- Penalty notice to be issued? Yes/No

**Outcome:****AUTHORISED / UNAUTHORISED****Reason for Decision:****Signed:****Date:****Head Teacher****Penalty Notice to be issued:****YES / NO****If Yes, date issued:**