

Leave of Absence Request Form

Exceptional circumstances only - Please complete one/family)

The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted. Requests must be made in advance.

Child's Name	Date of Birth	Class

Parent/Carer Details (must be the parent/carer the child(ren) normally resides with)	Surname	First Name
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Child(ren)'s Address	Postcode
	Telephone Number

I request permission for my child to be absent from school between:

First Day of Absence:	Last Day of Absence:	Date Returning to School:	Total Number of Days Requested:
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The reason for requesting a leave of absence: (Please explain fully the exceptional circumstances that you would like the headteacher to consider, continue on a separate sheet if necessary)

Has evidence been provided of exceptional circumstances/other circumstances?	Yes / No
Would your child(ren) miss any national tests or examinations?	Yes / No
Is your child(ren)'s attendance already below 90% or previously had an individual agreed target?	Yes / No
Would your child(ren) be absent for five school days (ten sessions) or more?	Yes / No
Has your child(ren) already had leave during term-time this school year? (if so please also give dates and number of school days leave)	Yes / No
Do you feel your child(ren)'s attainment would be affected by missing time in school ?	Yes / No

SEPARATED FAMILIES SECTION

(Please **only** complete this section if the custody of your child(ren) is shared)

I have informed my child's mother/father of this leave of absence request.	Yes / No
I understand that my child's mother/father will be informed by school of this leave of absence request and the outcome.	Yes / No
I understand that any family disputes relating to leave of absence requests is a legal matter, and not a school-based issue.	Yes / No

Declaration

I have read and understood the information in the Attendance and Absence Policy regarding leave of absence during term time, **unauthorised absence** and **Penalty Notices**. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Headteacher

Parent / Carer Name:.....

Parent/CarerSignature:.....Date:.....

Please contact school on **01642 360520** if you wish to discuss this further with the Senior Attendance Lead / School Attendance Officer

For Office Use Only

Date Received:	Checked:	Authorised: Yes / No	Notified: Yes / No
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SCHOOL SECTION (To be completed by school staff)

Previous leave of absence requests in term-time	Approved _____Days	Not Approved _____Days
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Number of previous applications granted :	Current Attendance (%)	Previous Years Attendance (%)
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Class Teacher's comments: (regarding attainment level and impact this time absent if approved)

Headteacher Approval: Yes / No	Parents Informed (both if separated) Yes / No	Telephone	Letter	Meeting
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If unauthorised:	<input type="checkbox"/> Above 90%. School to monitor attendance <input type="checkbox"/> Under 90% <input type="checkbox"/> National Threshold reached (10 sessions of unauthorised absence in a rolling period of ten school weeks)
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