



REQUEST FOR LEAVE OF ABSENCE

WHAT THE LAW SAYS: Schools are regularly audited to ensure that they are following government guidelines and policies. Schools and Headteachers are not allowed to authorise any requests for leave of absence in term time unless it is for exceptional circumstances.

UNAUTHORISED ABSENCES: The school will automatically report the following types of absences as unauthorised:

- Family holidays at any time during the school term
- Visiting relatives, family or friends for no exceptional reason
- Parental work or study commitments unless evidence is provided by work/university/college indicating that the visit must take place during term-time dates

EXCEPTIONAL CIRCUMSTANCES in which absences can be approved include:

- Attendance at family funerals and ceremonies
- Medical reasons and appointments
- Attendance at extra-curricular events (e.g. sporting competition or tournament)
- Religious worship or commitments
- Visiting prospective future schools or educational establishments (including for examinations)
- Visiting relatives, family or friends who may be gravely ill

WHAT THE HEADTEACHER WILL DO: The headteacher is only allowed to authorise an absence if it falls under the definition of 'exceptional circumstances'. All other absence requests will be recorded as unauthorised on your child's records.

PLEASE REMEMBER:

- Pupils in Years 2 and 6 must avoid any absences during the important test dates, which nationally take place in the month of May
- It is advisable to give 10 days' notice in order for your request to be processed by the school office prior to the start of your absence

Parent/Carer to Complete

Name of child		Year Group		Class	
First Date of Absence		Last Date of Absence		Total Number of Days	
Reason for Absence (<i>please write overleaf if necessary</i>)					
Parent/Carer (<i>print name</i>)		Parent/Carer (<i>signature</i>)		Date	

FOR OFFICE USE ONLY

Headteacher Authorisation

As of Date		Attendance Percentage <i>This Year</i>		Attendance Percentage <i>Last Year</i>	
Authorised? <i>(please circle)</i>	YES		NO		
Reason for Decision					
Headteacher <i>(signature)</i>			Date		