



Leave of Absence from School Request Form

Student Details		
Name	Tutor Group	
Address:		
Contact Numbers		
Sibling Details (please include all children of compulsory school age)		
Name:	School Year:	School:
Name:	School Year:	School:
I request permission for my child to be absent from school between: -		
Date of First Day of Absence From School	Date of Return to School	Total Number of School Days Absent
<p>Please detail below the reason for your request for absence from school in term time. Any supporting information should be attached to this request. <i>Please read carefully the Additional Information for Parents which is attached.</i></p>		
Signed: (Parent/Carer)		
Name:		Date: Full



Leave of Absence from School Request - Additional Information for Parents

Amendments to the **Education (Student Registration) (England) Regulations 2006**, in force from **1st September 2013**, make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

In exceptional circumstances, when leave of absence is granted, the Headteacher will determine the number of school days a child or young person can be away from school.

Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made at least 4 weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Headteacher cannot retrospectively authorise a planned absence.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Overlap with the beginning or the end of a term or a half term

In deciding whether to allow parents/carers to take children out of school in term time, the Headteacher will consider factors such as:

- Purpose of absence
- Circumstances of the request
- Amount of time requested
- Nearness of examinations or tests
- Overall attendance record
- Any previous term time holiday absences

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

There is **no** entitlement in law to time off in school time to go on holiday.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact the school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.