

Leave of Absence Request Form

Please complete the below and return to the school office at least 2 weeks prior to the first day of absence. Please note that there is no automatic right for pupils to be granted authorised leave of absence and requests will only be considered where there are exceptional circumstances.

Section 1	Leave period request				
	Date from: <i>First date of absence from school</i>		Total number of school days to be missed:		
	Date to: <i>Last date of absence from school</i>				
	Child/ren's details				
	Surname		Year group		
	Forename/s		Date of birth		
	Surname		Year group		
	Forename/s		Date of birth		
	Surname		Year group		
	Forename/s		Date of birth		
Address					
		Postcode			
Section 2	Parent details – You must list the names of all adults who live with the child or have parental responsibility.				
	List the names & addresses of every parent/carer AND tick the boxes that apply to each person		Lives with child/ren	Travelling with child/ren	Has PR of child/ren
	Name		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address				
	Name		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address				
	Name		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address				
	Name		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address				

Section 3	Reason for leave request – <i>The Executive Headteacher/ Headteacher/Head of School may only grant a leave of absence due to exceptional circumstances; absence for holidays, weddings, milestone birthdays, recreation or leisure purposes are not normally considered exceptional. Please attach any supporting evidence.</i>		
Section 4	Parent signature/s		
	By signing this form, I/we understand the following:		
	<ol style="list-style-type: none"> 1. School’s attendance policy states that absences during term time will not be authorised unless the Executive Headteacher/ Headteacher/Head of School agrees there are exceptional circumstances and any absence will be recorded as unauthorised on the school’s register. 2. That the Executive Headteacher/ Headteacher/Head of School must be given a reasonable amount of time to review the application before the leave starts. An application needs to be made before the leave of absence (at least two weeks prior). 3. Any unauthorised absence of 5 or more consecutive days (10 sessions) will be referred to the local authority as per the school’s attendance policy. 4. If a referral is made to the local authority, in line with the National Framework for Penalty Notices I/we may be issued with a Penalty Notice and/or be subject to alternative action which may include prosecution (starting at £160 per parent, per child). 5. It is the duty of the school to refer unauthorised absence to the local authority. All proceeding actions, including penalty notices are managed by the local authority. 6. If there is any change of circumstances or an extension to this leave is required, I/we will contact school as soon as possible. Any continued absences will be followed up by the school, which may include a home visit or safe and well checks from the police. 7. I understand that this absence will result in a loss of learning which may have a negative impact on my child’s academic and personal development. 8. I understand that on my child’s return to school, there may be a meeting with school to discuss the learning they may have lost as a result of this request. 		
	Parent/s name:	Parent/s signature:	Date:
Section 5	For school use only		
	Date leave request received:		

Thank you for completing this form, you will receive a letter with the outcome of your request in due course.
For further information, our attendance policy is available on our website.