Appendix 3 Leave of Absence Request form

LEAVE OF ABSENCE

REQUEST FORM FOR ABSENCE FROM LEARNING TIME

The law states that parents must ensure their children regularly attend school to receive their education. The Department for Education states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Exceptional is likely to be rare, significant, unavoidable and short. The current law does not give any entitlement to parents to take their child on holiday during term time.

Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to 'unavoidable' absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

<table>
<tr><th>PARENT/GUARDIAN NAME AND ADDRESS</th><th>HOW TO USE THIS FORM</th></tr>
<tr><td></td><td>▪ Use for all absence other than sickness
▪ Return to school <u>well in advance</u> of the date of requested absence- at least 2 weeks
▪ Use a separate form for each child and each absence</td></tr>
<tr><td colspan="2">Name of Child:</td><td>Class:</td></tr>
<tr><td colspan="3">Is this the first request for absence this academic year? YES / NO</td></tr>
<tr><td>Dates requested (from/to):</td><td>Date expected back in school:</td><td>Number of school days requested:</td></tr>
<tr><td colspan="3">Reason for request for absence from learning – If you wish for this absence to be authorised, you will need to fully explain why the circumstances of this absence are exceptional and provide any evidence requested by the school. This might include evidence of pre-booked medical procedures, flight details, letters from employers etc (continue overleaf if necessary):-</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td colspan="3">I will also be making an Absence Request for children at the following schools (please list the school & names of child/ren)</td></tr>
<tr><td colspan="2">Signed:</td><td>Date:</td></tr>
</table>

SCHOOL OFFICE TO COMPLETE THIS SECTION			
Last Academic Year Attendance:	%	Green Amber Red	**Attendance of 96%+ is green** **Attendance of 93% - 95.9% is amber** **Attendance less than 93% is red**
Current Attendance:	%	Green Amber Red	

HEADTEACHER TO COMPLETE THIS SECTION	
Your request is **approved** and the absence as set out above is duly **authorised.**	☐

The **code placed** in the register will be:

Other Authorised	**C**[2]	Approved Sporting Activity	**P**
Religious Observance	**R**	Unauthorised holiday absence	**G**
Educated Off Site	**B**	Unauthorised absence	**O**

Your request is **not approved** and if the pupil is absent as proposed above it will be recorded as unauthorised.	☐

Reason:

Signed:	**Date:**

Regular attendance at school is important for your child's education and is a legal requirement.

Responsibility of this rests with the parents.

Only the school, not the parents, can authorise absence.

[2] Provide details of this absence in the Notes section of MIS