

St Andrew's CE Primary School

Leave of Absence Request Form



The law requires schools to be open to pupils for 190 days each year. The law does not grant parents an automatic right to take their child out of school during term time. The law states clearly that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you plan to take your child out of school during term time for any reason, you should complete this form in full. It is also available on the website. The completed form should then be given to the Headteacher via the school office.

Requests for leave of absence during term time should be made:

- by a parent/carer with Parental Responsibility and/or with whom the child normally lives. If you are not that parent, you must seek the consent of a parent who is, and that person should complete this form.
- at least two weeks in advance to allow time for administration.
- for **exceptional circumstances only**.
(Please see the school's Attendance Policy, available on the website, for more details).

When deciding whether to authorise leave of absence during term time, the school will only consider:

- ✓ the reason for the leave.
- ✓ the time and duration of the leave.
- ✓ whether or not the leave could have been taken during the statutory school holiday periods.
- ✓ your child's record of attendance.
- ✓ **learning that will be missed.**

Be aware: if the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence. If a child stays away from school for more than an authorised period this must also be recorded as unauthorised absence, and could be quoted in a prosecution for poor attendance.

I wish to apply for:

Name(s) of Child(ren) Class..... DOB(s).....

to be authorised as being absent from school from to inclusive.

Reason for request for absence during term time (e.g. Embassy visit for passport renewal):

Signature of Parent/Carer Date

Signature of Parent/Carer Date.....

FOR OFFICE USE:

AUTHORISED / UNAUTHORISED

- Learning that will be missed
- No exceptional circumstances
- The time and duration of the leave
- Leave could have been taken during school holiday periods
- Other:

Signed.....Date