



Request for Leave of Absence Form

This request for leave during term time must be made by a person with parental responsibility for the named child.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the Co-Headteachers will determine the length of time that the pupil can be away from school. The school is not likely to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10% for any reason

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Pupil's name: Class:

Date of birth:

Home address:

I wish to apply for my child to be absent from school between the following dates:

Date of last day at school: Date of return to school:

Total number of school days missed:

Please explain the exceptional circumstances that make it necessary to take leave in term time. Please attach any supporting documents and include all the information you wish to be considered (continue on a separate sheet if necessary).

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I am requesting for the pupil named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to further action, including the issue of a penalty notice.

Name of parent/carers making application:

Relationship to child:

Signed: Date:

Please return the completed form to school at least 14 days before the requested date for leave to allow sufficient time for this request to be reviewed. Any requests after this date will not be authorised.

Please do not make any arrangements until you know that the school will authorise your child's absence.

School use only:

Approved: YES / NO

Reason for decision:

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Name and position of decision maker:

Signed: Date:

Above 96%	Less than 8 days absence in a full academic year. Excellent attendance. Pupils should achieve the best results they can.
95%	Less than 10 days absence in a full academic year. Ideally pupils maintain an attendance of at least 96%, enabling them to make good progress and achieve.
90%	20 days absence over the year. Pupils with this attendance are missing a month of school per year and it may be difficult for them to achieve their best.
85%	30 days absence in a year. These pupils are missing 6 weeks of school a year. It will be very difficult for them to keep up and do their best.
80%	40 days absence in a year. Pupils are missing the equivalent of a year of school over five years in Primary School. It will be almost impossible to keep up and achieve their potential.