

**REQUEST FOR LEAVE OF ABSENCE
FOR EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME**

The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013:

Leave of absence in exceptional circumstances is authorised at the discretion of the Headteacher. This is not an automatic right of parents/carers.

You should not normally take your child on a leave of absence during the school term.

- Each request for leave of absence will be considered individually, considering the circumstances for the request, the supporting evidence provided and the overall attendance of your child, their stage of education and progress and, where appropriate, internal and external examinations and assessments.
- Please do not book leave of absence until permission is given.
- If the absence is approved by the Headteacher you will be advised as to how many days the Headteacher has approved.
- If the school does not agree the absence and you take leave of absence without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may also lead to your child being referred to the Education Welfare Service and the possibility of a statutory action and a fine.

This form is to be completed by the parent/carer and forwarded to the Head of Year, one term before the proposed absence.

Absence from school is not allowed unless approval has been given in advance.

Name of Student:			
Tutor Group:		Number of days requested:	
Dates of absence:			
Reason of request: (please attach any additional evidence you have eg from an organisation asking for participation in an event)			
Signed by parent/carer:		Date form submitted:	
Email address:		Mobile phone number:	

FOR OFFICE USE ONLY:

School checklist - To be completed by Head of Year – once completed please return to the Attendance Officer.

Student Name & tutor Group	
% attendance year to date	
% attendance in previous academic year	
Attainment / progress	
Any safeguarding concerns	
Previous leave of absence requested / taken	
Evidence provided confirming nature of exceptional circumstances	

Recommendation from Head of Year to Headteacher:	
I recommend: Authorise leave / do not authorise leave	
Reason for recommendation:	
Signed Head of Year:	Date:

Headteacher's decision		
Authorise leave / Do not authorise leave	Number of days authorised:	Fine: yes / no
Comments:		
Signed:	Date:	

Attendance use only	
Attendance record updated	
Form uploaded on CPOMS	
Email to parent/carers	