
LEAVE OF ABSENCE REQUEST FOR EXCEPTIONAL CIRCUMSTANCES

As there is a clear link between attendance and achievement, requests for absence will be carefully considered on an individual basis by the Headteacher, based on the information you provide on the form, before permission is granted. In line with Government and Local Authority Guidance, permission may be granted in advance in **exceptional circumstances**. Please see the school's Attendance Policy for more information.

Any parent/carer wishing to request a leave of absence should complete and return the attached form to the school office at least 2 weeks before the first day of the intended absence.

If the request is authorised by the Headteacher, an authorised absence will be recorded in the register for the duration of the absence. If a child is kept out of school without authorisation, an unauthorised absence will be recorded in the register for the duration of the absence.

You should be aware of the Government and Local Authority's guidance on penalty fines for any unauthorised absence, which could lead to a fixed penalty fine (currently £160 per liable parent/carer, per child). See our Attendance Policy for more information on fixed penalty notices.

After considering your request and the circumstances you have detailed, we will notify you of the outcome of the request. Any queries should be directed to the headteacher via the school office.

Form for Leave of Absence Request - Exceptional Circumstances -

I wish to apply for leave of absence for my child/children:

Child's/Children's Name(s)

Class/Year Group(s)

For the period:

From (1st day of absence)

To (last day of absence)

Reason for Request: (Continue on separate sheet if necessary)

Please list any siblings and school(s) they attend:

Sibling Name(s)

Sibling School(s)

Please read the following and sign to indicate you agree:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absences during term time and accept that this may have a

detrimental impact on my child's progress. I undertake to make sure my child/children catch up with any work that is required of them – please note, the school is not obliged to provide catch up work.

What will be done to catch up on missed work?

Each parent/carer should sign and print their name:

Parent/Carer's Signature(s):	Date:

NB: Amendments to the 2006 regulations (2013 and 2024) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. The school will always want to discuss this with you personally. You are advised not to make any arrangements until your request has been considered by the school. Any absence which has not been agreed in advance by the Headteacher is marked as 'Unauthorised Absence' and may result in a Penalty Notice being issued (see Attendance Policy for more details).

SCHOOL USE ONLY	Specify dates unauthorised:	
	Specify dates authorised	
	ID Exceptional circumstances:	
Signature of Headteacher		Date:
A personal discussion with parent(s) is required:		Yes/No
Last Academic Year Attendance:		Current Academic Year Attendance: