



# ALL SOULS' CE PRIMARY SCHOOL



## Application for Exceptional Circumstances - Leave of Absence from School

In a DfE document (November 2013) *'School Attendance'* it states clearly that: *'Head teachers should only authorise leave of absence in exceptional circumstances.'* (P14) The document also notes that: *'Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.'* (P4) The Government is attempting to raise pupil attendance at school as are we.

Should you consider your circumstances exceptional and wish to apply for leave of absence; please complete this form and return it at least two weeks before the intended absence. You may want to add a separate covering letter. Thank you.

Surname of Child ..... First Name .....

Date of Birth ..... Class/Form .....

Surname of Parent/Carer ..... First Name .....

Relationship to the Child.....

Home Address .....

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Postcode ..... Telephone Number .....

Reason for request .....

Length of Absence (number of school days) ..... Destination .....

Date of Departure ..... Date due back in school .....

Emergency telephone contact in Rochdale .....

Parent/Carers signature .....

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### **FOR OFFICE USE ONLY**

Is the pupil in a year group which involves a statutory assessment? \_\_\_\_\_

Percentage attendance on date form submitted \_\_\_\_ %      Attendance Last Year \_\_\_\_%

Permission for absence **is** granted for \_\_\_\_ days.      Permission for absence **is NOT** granted for \_\_\_\_ days.

Reason(s) for permission not being granted: \_\_\_\_\_

\_\_\_\_\_

Signed ..... Date .....