



# Anthony Gell School Cluster of schools

## Request for leave of absence from school

Please note that under new regulations starting in September 2013 leave of absence can only be authorised in exceptional circumstances. The Headteacher will judge the request based on two factors:

- **Could this leave reasonably be taken at another time?**
- **Will the leave unduly affect the child's education and progress?**

Reasons such as:

- Availability of cheap holidays and cheap travel arrangements
- Days overlapping with beginning or end of term

are specifically excluded.

Name of Pupil \_\_\_\_\_

Class/tutor group \_\_\_\_\_ Year \_\_\_\_\_

Siblings also requesting leave from another school Yes / No

School attended \_\_\_\_\_

Address \_\_\_\_\_

Leave requested from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Reason for request for leave during term time \_\_\_\_\_

Name of Parent/Carer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For school use only:**

Current attendance \_\_\_\_\_

Previous leave in the last year \_\_\_\_\_

Approved / Denied

Letter sent \_\_\_\_\_ Signed \_\_\_\_\_

