



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 _____

