

Application for Leave of Absence

What is the purpose of this form?

As a parent or carer you should fill in this form if you are requesting to take your child out of school during term time. The completed form should be returned to the Headteacher at least three weeks before the start of the requested absence (except in the case of funerals).

Will permission be granted and will the absence be authorised?

The Education (Pupil Registration) (England) Regulations 2006, and Amendments 2013, outline the conditions under which leave of absence may be granted. Regulation 7 states that 'leave of absence should only be granted due to the exceptional circumstances relating to the application'.

The Governors, in conjunction with those from other Berkhamsted schools, have agreed the following 'special circumstances' which may be authorised by the Head of School.

- Family/carer trauma or funeral
- Weddings – immediate family members (one day maximum)
- Religious Festivals
- Visits to new schools prior to relocation

Schools may decide whether or not to authorise leave of absence. Parents or carers should not expect such leave to be granted as of right. Permission will not be given if it is requested after the event has taken place.

We firmly believe that 100% attendance supports 100% education and would urge you to consider the impact of missed curriculum before requesting time out of school.

Child's Name Class

Date(s) of absence from to

I request leave of absence for the reason shown below:

.....

My child is of statutory school age as of the date of the requested leave: Yes/No

I have other children at the following school(s):

I will/will not (please delete as applicable) be requesting a leave of absence for the above children.

Parents Signature: Date:

To be returned to the parent

Child's name Class

Date (s) of absence from to (dates inclusive)

Your request for leave of absence has been granted/not been granted.

Signed: Head of School Date: