



Leave of Absence Request Form

Dear parents and carers,

As per current regulations and DfE advice on school attendance (2013), we would like to advise you that the Headteacher and Governing Body may only grant any leave of absence in term time where **exceptional circumstances** exist.

Exceptional circumstances are those that cannot be predicted or planned for out of term-time, such as the bereavement of a close family member or a scheduled music examination. **Family holidays will not be granted as exceptional circumstances.** The school will assess each request on an individual basis and determine the number of days a child can reasonably be away from school if the request is granted. It is therefore useful for any requests to include as much detail as possible, including evidence where appropriate, e.g. a letter confirming an exam or a wedding invitation where the child has a named role such as bridesmaid or pageboy.

The application must be made in advance using the form attached to this letter. Please return this form to the school no less than 3 weeks before the absence is due to start (if this is possible). If an absence request is granted, it will be recorded as 'authorised absence'. If a parent/carer takes their child out of school without permission, this will count as an 'unauthorised absence'.

Also please note that all absences on the last day of term before a school holiday and the first day back after a school holiday will be unauthorised unless medical evidence is received or absence has previously been authorised by the Headteacher.

As a school, we know that every day of attendance directly affects each child's progress and attainment. Department for Education research in 2016 showed that children with no absence from school are 1.3 times more likely to achieve age-related expectation and 3.1 times more likely to achieve a higher standard at the end of KS2 compared to children who have 10—15% absence from school. We are sure that you will support the school in maximising attendance and giving your children the best opportunity for future success.

Yours sincerely,

The Governing Body

Absence Request Form

Student name	Year group	Class

Date from	Date to	Number of school days

Destination	
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<p>Reason for request for exceptional leave <i>Please attach evidence where possible, e.g. wedding invitation, piano examination letter, etc.</i></p>

Name of parent/carer		Signature of parent/carer	
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School Use Only

Date received			
Current attendance		Number of unauthorised absences this year	

Absence Authorised?	Yes	No
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If authorised, why?		If not authorised, why?	
Immediate family funeral		Term-time holiday	
Family wedding where child has a role		Family birthdays not exceptional	
Examination, e.g. music, language		No evidence received	
Other		Other	
EVIDENCE SEEN?			

Signed:		Date:	
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