

**Name of School**  
**Specimen Leave of Absence Form**

**LONDON BOROUGH OF MERTON**

**Request for Leave of Absence for exceptional circumstances during Term Time**

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

**The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013**

- **Leave of Absence in exceptional circumstances is authorised at the discretion of the Head teacher.** (This is **not an automatic right** of parents/guardians)
- You should not normally take your child(ren) on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- Each request for leave of absence will be considered individually, taking into account: the circumstances for the request, the supporting evidence provided, the overall attendance of your child(ren), your child's stage of education and progress and where appropriate both internal and external examinations and assessments.
- If the absence is approved by the Head Teacher you will be advised as to how many days the Head teacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine.

In order for your application for absence to be considered, please complete below:

Name(s) of Child(ren).....

Form/Year.....

Home address:

.....  
.....

Dates of absence: From..... To:.....

Reason for request (additional evidence may be required)

.....  
.....

Signed: Parent/Guardian .....

Email address:..... Mobile phone number:.....

Date form submitted:.....

The above request for leave of absence in term time for .....  
has/has not been authorised. If authorised, your child/ren should return to school  
on:.....

Signed..... Designation:.....

School Data Checklist:

**For School Office Use Only**

<b>Pupil's name</b>	
<b>% Attendance Yr to date</b>	
<b>Attainment/Progress</b>	
<b>SATs/Exam Check</b>	
<b>Previous leave of absence requested/taken (last 2 years)</b>	
<b>Nature of exceptional circumstances and evidence provided</b>	