



Request for Authorised Leave of Absence

NAME OF CHILD/REN:	CLASS:
Date of requested leave	
From:	to:
Number of days requested:	
<p>New government guidelines came in to effect on 1st September 2013, which prevent all head teachers from granting any leave of absence during term time, unless there are <u>exceptional circumstances</u>.</p> <p>Please note:</p> <ul style="list-style-type: none"> • A family holiday does not fall in to the category of exceptional circumstances. • Holidays taken during term time are subject to a formal warning which may lead to further action by the Local Authority/RISE. • Requests for any leave of absence will also be refused if your child already has poor attendance or if national tests are taking place at the time of the holiday. • Any leave of absence taken without prior consultation with the school will be marked as 'unauthorised absence.' • Any absences deemed 'unauthorised' may lead to prosecution by the Local Authority/RISE. • Absence from school disrupts continuity of learning, undermines educational progress and can lead to underachievement and low attainment. If leave of absence is requested, it is expected that parents support the learning missed whilst their child is absent from school, in order that they don't fall behind with their studies. Parents MUST consult with the class teacher regarding expectations. • Before making a request it is important that you read the school Attendance Policy which you can find on our website, alternatively a hard copy may be requested from the school office and guidance on the DfE website: www.education.gov.uk. • Permission for leave of absence is granted at the discretion of the Head teacher 	
<p>Please indicate the reasons why this request should be deemed as 'exceptional circumstances' (use additional paper if necessary):</p> 	
<p>I have read and understood the above information. I have also read and understood the school Attendance Policy and guidance from the Department of Education.</p>	
Signed:	Date:

REPLY FROM HEAD of School

Authorised/Unauthorised

<p>I am able to give permission for you to take your child/children out of school on the days requested.</p>
<p>I am unable to give permission for you take your child/children out of school for the following reason(s):</p>

Signed _____ (Head of School) Date _____