



LEAVE OF ABSENCE REQUEST FORM

Please read this form through carefully before completing in full.

The Government only allows schools to authorise an absence in term time if there are **exceptional** circumstances for the request. We would advise you **not** to make any bookings until you have checked with the school. Please see section 3.2 from our attendance policy below to ascertain whether or not you should apply for a leave of absence.

Section 3.2 of our attendance policy states:

'Only exceptional circumstances warrant an authorised leave of absence. The Headteacher (or member of staff designated by the Headteacher) will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. The Headteacher will not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the Headteacher's discretion.'

All applications for absence must be made in writing, normally one month in advance. "Retrospective" applications for such absence will not normally be approved.

Every request for absence will be considered individually, taking into account the following factors:

- the time of year proposed for the absence
- the overall attendance pattern of the student
- the student's stage of education, and progress; in particular, absence at times that will affect progress towards public examinations at KS3, GCSE or A-level

If parents keep a child away for longer than is authorised by the Headteacher, any extra time will be recorded as unauthorised. As a school we regularly work in consultation with the Education Welfare Office to ensure effective action in response to unauthorised absences.

Although the Headteacher may sign on behalf of the governors (if absence is for 3 or more days) the final decision rests with the governors and is at their discretion. This could result in a penalty notice being issued.

If you believe that the absence you are requesting is an exceptional circumstance, then please fill in the form attached and return it to Student Reception as soon as possible.



LEAVE OF ABSENCE REQUEST FORM

The government guidelines have been tightened quite considerably around pupils being withdrawn from school during term-time. However, if there are exceptional circumstances it is possible for the Headteacher to give permission.

Your daughter must return this form completed in full to Student Reception and it will be passed to their DoL.

Name of student	Form				
Specify below* the dates of absence for which permission is sought.					
Start Date - first day absent from school	*DD/MM/YY	End Date- last day absent from school	*DD/MM/YY	Total number of school days absent	*
Please present your case for taking your daughter out of school during term time. By providing sufficient information / detail to enable us to make an informed decision. State why you believe that these are exceptional circumstances. Continue on a separate sheet where necessary.					
<input type="checkbox"/> Illness or death of an immediate family member (please specify below relationship to student) <input type="checkbox"/> Child, parent/carer requires medical treatment <input type="checkbox"/> Child has been offered coaching, training or a scholarship for a talent <input type="checkbox"/> Other (provide details below)					
You must provide further details below. (Please continue overleaf if needed)					
<i>We are unable to process forms that are not completed in full</i>					
Print name		Circle	PARENT/ CARER	Date	
Sign					

For completion by Headteacher

Headteacher Response

Not approved

Request **not** approved
The following dates of absence have not been approved, from _____ to _____.

As this is not an exceptional circumstance, I am unable to authorise your daughters' absence from school.

Approved

Request approved Part approved
The following dates of absence have been approved from, _____ to _____.

On her return to school your daughter must maintain her attendance record and will also need to catch up on any school work she missed.

Headteacher's signature	Date
-------------------------	------



LEAVE OF ABSENCE REQUEST FORM

Checklist for the DoL to complete in full and return to Headteacher's PA

Student Name		Form		DOL	
Attach an attendance print out from SIMS			If attached (please tick) <input type="checkbox"/>		
Attach a copy of any record of interview/phone call			If attached (please tick) <input type="checkbox"/>		
Any details or other information that you deem relevant			If any other details/information attached (please tick) <input type="checkbox"/>		
DoL Signature			Date leave request submitted		