



LEAVE OF ABSENCE REQUEST



Dear Parent/Carer,

In exceptional circumstances, families may need to request permission for their child not to be in school during term time. These requests will be made directly to the Headteacher and permission will be given at their discretion following careful consideration of the child's age, the time of year, overall attendance pattern and the circumstances given.

As per current regulations and DfE advice on school attendance (2013) we would like to advise you that the Headteacher may not grant any Leave of Absence in term time unless **exceptional circumstances** exist. By exceptional we mean rare, significant, **unavoidable** and short. By unavoidable, we mean an event that could not reasonably be arranged at another time.

Term times are for education, and children and families have 175 days off school to spend time together, including weekends and school holidays.

The School will assess each request on an individual basis, considering the impact that missing school will have on the child's education, their previous record of attendance and any special circumstances of which we are made aware, e.g. the bereavement of a close family member, the needs of the families of service personnel, or the need for time together to recover from trauma or crisis. The school will determine the number of school days a child can be away from school if the request is granted.

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'. Penalty notices can be issued to parents of children with unauthorised absence.

The application must be made **in advance** using the form found at the end of this letter. Retrospective requests will not be considered. Please return this form to the school no less than 10 days before the absence is due to start.

Yours faithfully,

Diane Beardsmore
Headteacher

Leave of Absence Request Form

I have read and understood the above information

However, I request you authorise a leave of absence from school for:

Childs name		Class	
Names of siblings attending this holiday who are at a different school		School	
Current Address:			

Dates (inclusive)	From		To	
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Reason for the Leave of Absence Request, including full details of any exceptional circumstances

Signature of Parent/Carer	
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To be completed by the school

Attendance Officer/ Other School Designated Person

Date Received	
Current Attendance	
No. of days absence so far this year	
Child's Academic Progress	
Comments	

Headteacher

Absence Authorised	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments		
Signed/Dated		
Copy to Parent/Carer		

If you would like to discuss the decision with the school please contact Diane Beardsmore on dbeardsmore@ccsc.staffs.sch.uk or 01782567430