



APPLICATION FOR STUDENT LEAVE OF ABSENCE

The 2006 Education Act states that School Leaders may not grant any leave of absence during term time unless there are exceptional circumstances. School Leaders should determine the number of school days a child can be away from school if the leave is granted.

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The School Leaders will take into account a student's previous record of attendance when making decisions. It is important to note that the School Leaders can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the School Leaders to decide whether to authorise the application for leave. Authorising leave from the School is at the discretion of the School Leaders. If the leave is taken without the authorisation of the School Leaders, a Penalty Notice will be issued.

THE SCHOOL EXPECTS STUDENTS TO ACHIEVE A MINIMUM OF 96% ATTENDANCE

TO BE COMPLETED BY THE PARENT/CARER

Full name of student: _____ Class Name: _____

Address: _____

Reason for the application: _____

Proposed dates: From: _____ To: _____

TO BE COMPLETED BY THE SCHOOL

Recommendation of the Attendance Manager Authorise Unauthorise

Signature: _____



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Dear Parents/Carers:

In response to your request for leave of absence for your child(ren):

Leave of absence is:

Agreed

Partially agreed

Not agreed

Comments:

If leave is taken without the authorisation of the School Leaders, statutory action will be pursued. The School may also remove your child from the School roll.

School Leader: Name: _____

Signature: _____

Date: _____