

## **Appendix 2: Application for leave of absence for exceptional circumstances**

### **Application for leave of absence for exceptional circumstances**

Please read the following guidance carefully.

The law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

Please request a leave of absence by completing the form on the reverse of this notification.

All unauthorised absences, including holidays that have not been sanctioned by the headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be referred to the Local Authority.

All leave of absence requests must be completed on the attached form. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

In considering the decision whether to authorise, the following will be considered:

- Your child’s previous attendance record; this includes attendance in the current academic year – which should be over 95% – as well as attendance in previous academic years.
- Whether your child will miss any tests/examinations (or important preparation for their tests)
- Whether your child is making good progress.
- The Headteacher will consider the reasons for the request carefully and will notify you of the decision.

For further information, please refer to our School Attendance Policy.

Yours Sincerely

Miss E. Daly

Deputy Headteacher

St. Alban’s Catholic Primary School

Beauchamp Road

East Molesey, Surrey KT8 2PG



For Parent to complete

Pupil Name		Class	
Date of first day of absence (am or pm)		Date of return to school (am or pm)	
Number of school days that your child will be absent from school			
Please detail the exceptional circumstance for which you are requesting leave of absence:			
<b><i>I understand that if the absence request is unauthorised, the local authority may be notified of the holiday taken and a Penalty Notice may be issued.</i></b>			
Forename of Parent/carer(s) making application		Surname of Parent/carer(s) making application	
Signed		Dated	

For School to complete

<b>Authorised</b>		<b>Unauthorised</b>	
Your child's attendance is currently:			

Please note: An unauthorised absence may be reported to the Local authority and a Penalty Notice may be issued.

Signed:

Head Teacher:

Date:

