

## Leave of Absence Request Form

The law does not grant parents an automatic right to take their child out of school during term time. Requests for absence in term time must be made in advance by a parent the child normally lives with. The school will only authorise absence in exceptional circumstances.

When deciding whether to allow term time leave, for any reason, the school will only consider:

- The reason for the leave
- The time and duration of the leave
- Whether or not the leave could have been taken during the statutory school holiday periods
- Your child's record of attendance
- Learning that will be missed

If the school refuses your request and the child is still taken out of school, this will be recorded as an unauthorised absence and you may be liable to pay a fine.

Name of child:		DOB:	
Year group:	Nursery / Reception / Year 1 / Year 2 / Year 3 / Year 4 / Year 5 / Year 6 / Year 7 / Year 8 / Year 9 / Year 10 / Year 11 / Year 12 / Year 13 / Year 14		
Dates for leave of absence:	From:		To:
Reason for request for absence during term time. If this is a holiday request please explain the exceptional circumstances which mean that the holiday cannot be taken during a school holiday:			
Signature of Parent/Carer:		Date:	

### Authorised

The school agrees to your child being absent from school on the specified dates

From:		To:	
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### Unauthorised

The school does not authorise your request for leave in term time for the following reason(s):

- Learning that will be missed
- No exceptional circumstances
- Time and duration of the leave
- Leave could have been taken during school holiday periods

Signed:		Date:	
Designation:			