

Appendix 7 – Leave of Absence Request Form

Leave of Absence Request Form

Absence for purposes of leave during term time can only be authorised by the Headteacher within the boundaries set by the Education (Pupil Registrations) (England) Regulations (2006). "Head Teachers may not authorise leave during term time except where the circumstances are exceptional." Under the Regulations, retrospective authorisation for leave in exceptional circumstances is not permitted. Headteachers can also determine the length of the authorised absence, as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional circumstances' are that they are: 'rare; significant; unavoidable and short'. Holidays during term time will not usually be considered as exceptional circumstances.

Section A: Pupil Information

Name of pupil:
Class:
Date of birth:
Address:

Section B: Leave of absence requested dates

First date of absence:
Date returning to school:
Number of school days that your child will be absent from school:

Section C: Leave of absence category (please tick)

Holiday	
Compassionate leave (e.g. family bereavement)	
Religious event	
Sporting competition	
Music or drama event	
Cultural celebration	
Medical appointment (e.g. planned medical procedure)	
Other	

Section D: Please detail below any exceptional circumstances.

Please include supporting documentation e.g. *wedding invitation, medical appointment letter etc.*

Section E: Parent details

Name of parent completing this leave of absence request:

Relationship to pupil:
Signature:
Date:

For School Use Only

Pupil's current attendance	
Exceptional circumstances apply	
Supporting evidence provided	

Authorised absence	
Unauthorised absence	

Date Leave of Absence Form received:	
Date Leave of Absence Form reviewed:	
Date outcome letter issued to parents:	