



LEAVE OF ABSENCE REQUEST FORM

In line with Government legislation, all pupils should attend school during the whole of term time in order to maximise their learning. We therefore ask parents NOT to take children out of school unless there are exceptional circumstances.

Exceptional circumstances may include: -

- Religious reasons (this may need to be confirmed by a religious leader)
- Family bereavement
- To take exams (common entrance, ballet, music etc.)
- To participate in recognised sporting/cultural activities
- Service personnel with restricted holidays

Please attach any documentation in support of your request to the form.

NAME OF CHILD/CHILDREN	
YEAR GROUP(S)	
DATES OF ABSENCE	FROM: TO:
DATE OF RETURN TO SCHOOL	
NUMBER OF SCHOOL DAYS REQUESTED	
Please give full details of exceptional reasons for this leave of absence:	

We always advise parents not to plan for children to be absent from school without gaining prior agreement. Unauthorised absence may be recorded and could result in legal proceedings against you, either through a Penalty Notice or Magistrates Court.

Signed Print Name Date

Please return this form to the school office as soon as possible – but at least two weeks prior to the start date of leave requested, unless the exceptional circumstances are as a result of emergency or bereavement.

OFFICE USE ONLY

Authorised <input style="width: 30px; height: 20px;" type="checkbox"/>	Unauthorised <input style="width: 30px; height: 20px;" type="checkbox"/>	Signed
Attendance %	Code <input style="width: 30px; height: 20px;" type="checkbox"/>	Position
	Number of days <input style="width: 30px; height: 20px;" type="checkbox"/>	Date