



**Request for Leave of Absence From School**  
**in Exceptional Circumstances**

Please note that this form does not need to be filled in for requests to attend funerals, which can be notified by letter.

**The law states that the parents are compelled to ensure that their child attends school unless there is reasonable excuse for non-attendance.**

**Family holidays during term time are not deemed as a reasonable excuse.**

In normal circumstances the School requires a minimum of **4 weeks notice** for the Request for Absence and will **aim** to make a decision within 5 working days.

Your request will be considered using the following points:

1. The child's previous attendance history (Children with less than satisfactory attendance are deemed as of concern by the Education Welfare Service.)
2. The age of the child/children.
3. The child's stage of education.
4. The time of year (exams or assessment periods).
5. The nature of the trip (an exceptional experience).

**Please note that unless the school considers there to be exceptional and valid reason(s) then leave of absence will be not be authorised.**

**Date(s) Requested:** From: \_\_\_\_\_ To: \_\_\_\_\_ Total Days: \_\_\_\_\_ (Not including weekends)

**First Child's Name:** \_\_\_\_\_ Tutor Group \_\_\_\_\_

**Second Child's Name:** \_\_\_\_\_ Tutor Group \_\_\_\_\_

**Third Child's Name:** \_\_\_\_\_ Tutor Group \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**The special circumstances you would like to be taken into consideration are:** \_\_\_\_\_

I understand that if this application is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Truancy Penalty Notice.

Signed 1<sup>st</sup> parent/carer: \_\_\_\_\_ Signed 2<sup>nd</sup> parent/carer: \_\_\_\_\_

Printed Full Name: \_\_\_\_\_ Printed Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Return To School Office**

**Office use only**

Current Attendance% \_\_\_\_\_ Previous Holiday Request: YES/NO Previous EWO involvement: YES/NO

Comments: \_\_\_\_\_

Authorised [.....Days]  Unauthorised [.....Days]  EWO informed

Signed ..... Date: .....

Return this slip to parents

**Request for Leave of Absence Response**

Name of pupil(s): \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Authorised      Number of Days: \_\_\_\_\_

Unauthorised      Number of Days: \_\_\_\_\_

Comments \_\_\_\_\_

Signed ..... Position: ..... Date .....

**Procedure**

- Parents to read through thoroughly, and complete, the request for leave of absence form, stating the exceptional circumstances to be taken into consideration.
- Return the whole form to the Attendance Officer who is based in the school office.
- The school **aims** to inform Parents of the decision within 5 working days via return of the reply slip.
- If the holiday is not to be authorised the **EWO will receive a copy of this communication as well as you, the parents.** In such cases a HITT warning notice will be served.
- If a warning has been served and the holiday is taken and the conditions are in line with the Code of Conduct a Truancy Penalty notice will be served.
- If the Truancy Penalty Notice is not paid the Local Authority will prosecute for the absence under the Code of Conduct.

***STOP – PAUSE – THINK***  
***about the effect Leave of Absence in term time has on your child***

- Any Term-time absence clearly has an impact on any child's education which can be critical in some year groups and especially at certain times of the year.
- Holidays in term time are not a right and will not normally be granted. Holiday Prices, and the fact that parents have booked a holiday before checking with school, are not special reasons.
- Holidays/Absences in term time are extremely disruptive for both pupils and teaching staff and are actively discouraged by the school and the LA.
- It remains a discretionary power of the school to authorise leave of absence.
- Leave will only be granted where proper procedures have been followed and the permission given by an authorised person within school.
- Leave of absence will not be granted retrospectively.

