



OUSTON PRIMARY SCHOOL

LEAVE OF ABSENCE REQUEST FORM

Name of Child:

Date of Birth:

Class:.....

Date(s) of Absence:

Number of days.....

From (1st day of absence):

To (last day of absence):

PLEASE PROVIDE EVIDENCE IN ORDER THE LEAVE OF ABSENCE MAY BE CONSIDERED

(Please note, that only 'exceptional circumstances' will be considered.)

Name of Parent/Carer (making request):

1) Signature of Parent/Carer..... Date.....

2) Signature of Parent/Carer Date.....

(Please ensure all parents/carers with parental responsibility sign this request form)

School to complete and return a copy to parent/carers

(A pupil becomes a 'persistent absentee' when they miss 10% or more of school across the school year for whatever reason.) - Absence so far this year %

This absence has been AUTHORISED/UNAUTHORISED by Mrs Lavelle (Head Teacher) on behalf of the Governing Body.

Reason given if unauthorised:

Signed.....
(Head Teacher)

Information for Parents/Carers

- From 1st September 2013, Government regulations make clear that Headteachers/Governing Bodies may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers/Governing Bodies should also determine the number of school days a child can be away from school if the leave is granted.
- Unfortunately, where a leave of absence is not granted by the school, and parents/carers still choose to take their child out of school in term-time, this will have to be recorded by the school as an unauthorised absence.
- Completed Leave of Absence request forms will be filed and stored for monitoring purposes.

NB: Requests for absence/holidays:

Holidays in term time are strongly discouraged as this leads to disruption in a child's education. In the vast majority of cases, holidays in term time will not be authorised. Only in exceptional circumstances will this be granted.

Exceptional circumstances include:

- The funeral of a close relative
- The wedding of a close relative (that is out of the control of the parent/carers)
- Absences for other important religious observances are often taken into account but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Taking the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time and there is evidence that the parent concerned will not be in receipt of leave in the near future within school holidays.
- Families needing time together to recover from trauma or crisis.