

Application for Leave of Absence from School



DURRINGTON HIGH SCHOOL

PARENTAL REQUEST TO SCHOOL TO AUTHORISE AN ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

Child's Name	
Date of Birth	
Year Group and Form	
Name of person making request and relationship with child	
Address of person making request	
Phone number	
Dates your child will be absent from school	

Absences will only be authorised if this request is made in advance of the dates your child will be absent from school AND if the circumstances of the absence are exceptional. There is no entitlement to take a child out of school for a family holiday.

The law states that parents must ensure their children regularly attend school to receive their education. The Headteacher can only authorise absence in exceptional circumstances. Exceptional is likely to be rare, significant, unavoidable and short.

Whether the absence is exceptional is at the Headteacher's discretion based on their assessment of the situation and can vary from school to school. A weeks' absence for holiday and a weeks' absence for illness would give an attendance figure below 95%. The Government considers attendance unacceptable below 95%.

/continued over....

The Headteacher will consider the reasons for your absence request. You may be asked to provide evidence to support your request. Please note that having already booked a holiday will not be considered as a good reason for term time absence. In relation to ‘unavoidable’ absence, the Headteacher will consider whether the event could have reasonably been scheduled at another time. Issues of cost will not be considered as an exceptional reason.

If you wish for this absence to be authorised, you will need to fully explain (together with evidence) why the circumstances of this absence are exceptional.

Why is this absence exceptional?
(continue on a separate sheet if necessary)

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I confirm that the information I have given on this form is true. I understand that if I do not fully complete this form, fully respond to requests for further information or that ultimately the absence is not authorised, my child’s attendance will be recorded as an unauthorised absence. I understand that I must ensure my child’s attendance will be recorded as an unauthorised absence. I understand that I must ensure my child attends school regularly and that failing to do so is a criminal offence which may result in legal proceedings being taken against me, either through a Penalty Notice or by prosecution in the Magistrates’ Court.

Signed: Parent/Carer Dated:

Full Name:

Unless further information is required, a decision will be sent to you within 5 school days.

FOR SCHOOL USE ONLY:

Leave of absence: **Approved** **Not Approved**

School Reply...

To the parent(s) of :.....
(student's name)

Thank you for your application for leave of absence. Having considered your application carefully, my decision is:

	To approve the absence requested with the view that these are justifiable 'exceptional circumstances'.
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Dates of requested absence:

	That on this occasion I am not able to approve the request on the grounds based on the Government's advice to schools regarding absence.
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Dates of requested absence:

Signed:

Headteacher

Date:.....