



All Saints C of E (VA) Primary School

Leave of Absence Request Form

We want all of our pupils in school for as much time as possible in order to maximise their learning time and opportunities. We strongly discourage term time breaks and holidays and we ask parents not to request them unless they are for truly exceptional circumstances (see below).

- Under legislation in September 2013, the Government has made it clear that parents do not have an automatic right to withdraw their child from school during term time.
- Under legislation in September 2013, the Government has made it clear that Headteachers no longer have the discretion to authorise term time absence, unless it is due to exceptional circumstances.
- Taking a pupil out of school during term time disrupts their learning and may cause them to fall behind their peers. Absence can also affect a child's relationship with others.
- Term time breaks when added to unpredictable absences e.g. for medical reasons, all add up. *Learning time lost from school cannot be replaced!*
- If the absence is not authorised and the holiday/time is taken anyway, the case may be referred to the Education Welfare Service who may issue a Penalty Notice for each child taken out of school.

Examples of exceptional circumstances may be:

- Religious Observance
- Family bereavements
- Service personnel prevented from term time holidays
- Family crisis/serious issue meaning family needs to spend time together
- Certain exams and recognised short time sporting/cultural activities (evidence is needed)

Documentary evidence may be requested for an exceptional circumstance before a decision can be made. Term time holidays because they are cheaper in term time do not constitute exceptional circumstances and will not be authorised.

Each request will be considered by the Headteacher and Chair of Governors. Please complete the following information and submit your request at least one month before the requested absence date.

Name of Child Class

NB: A separate form needs to be completed for each family child requesting an absence

First date of absence..... Date returning to school No. of days requested

Has leave of absence been requested in term time before? Please give details.

Please give full details of the exceptional reasons for this term time absence request overleaf. A separate sheet may be used.

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All details will be considered and you will be notified by the slip below:-

Signed: _____ (parent/guardian) Date: _____



All Saints C of E (VA) Primary School, Datchworth

Dear

I acknowledge the form in which you request leave of absence for On this occasion, the Governors do / do not grant leave of absence for the following date(s)

Signed _____ Headteacher/Chair of Governors Date _____