

# Application for leave of absence during term time

Date:

Pupil's name:

Date of birth:

I request permission for the above-named pupil(s) to be granted leave during the school term.

**Please note the following, taken from the school's attendance policy:**

*The headteacher **will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'**. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.*

**We define 'exceptional circumstances' as:**

- *If a parent is service personnel and is returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.*
  - *Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.*
  - *The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;*
  - *Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.*
  - *Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";*
  - *To attend a wedding or funeral of a close relative, if the Headteacher is satisfied that the circumstances are truly exceptional. Leave should only be authorised for this purpose when a Headteacher is satisfied that there is a persuasive reason for holding the wedding during term time and there WILL be an onus on parents to show clear evidence that this absence is absolutely an exceptional circumstance. In difficult family situations the Headteacher may use his/her discretion in granting leave and each case should be addressed on its individual merits, taking into account the overall welfare of the child.*
- The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.*

Reason for request:

Dates of absence: From \_\_\_\_\_ to \_\_\_\_\_ Number of school days \_\_\_\_\_

Parent/carer name:

Address:

Signature:

Date:

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Request **agreed / denied**

Signed by the headteacher:

Date: