



# LEAVE OF ABSENCE FROM SCHOOL

Pupils are only in school for 190 days each year leaving 175 days for holidays and other activities. The Government believes taking leave of absence from school will be harmful to a child's education and affects the efficient running of the school. **YOUR REQUEST FOR LEAVE OF ABSENCE WILL ONLY BE APPROVED BY THE HEADTEACHER IN EXCEPTIONAL CIRCUMSTANCES AFTER SHE HAS CONSIDERED THE EFFECT ON THE CONTINUITY OF THE CHILD'S EDUCATION AND HIS/HER OVERALL ATTENDANCE. ALL REQUESTS MUST BE RECEIVED AT LEAST 5 DAYS BEFORE LEAVE IS REQUIRED.**

Parents have a legal duty to ensure their child's regular attendance at school.

## To be completed by Parent/Carer/Guardian (one form to be completed for each child)

Name of Pupil:	National Curriculum Year:
Group/Class/Tutor Group:	Number of school days requested:
Dates for Requested Leave of absence: From ..... To .....	
Please give brief reasons for your request for the leave of absence.	
Parent(s) Name: .....	
Address: .....	
Is there any other parent living at this address? Yes*/No *If yes Name: .....	
Signature (s) ..... Date .....	
Address of any <b>non-resident</b> parent: .....	

## To be completed by School

Your request for leave of absence has/has not\* been approved for the following reason(s):  
*Please see attached letter\* (delete as appropriate)*

Date received by school..... Date refusal letter was sent:.....

Headteacher's Signature:..... Date: .....

The code placed in the register will be: <small>(circle relevant code)</small>	<b>C</b> Performance (Licence required) / Exceptional circumstances	<b>G</b> Unauthorised Leave of absence	<b>H</b> Authorised Leave of absence	<b>O</b> Unauthorised (other reason)	<b>P</b> Approved sporting activity	<b>R</b> Religious observance
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**For office use**  
Attendance record :

