



Heckington Saint Andrew's Church of England School
Leave of Absence Request (in exceptional circumstances)



This form should be completed by the parent/carer and returned to the School Office as far in advance as possible. Absence requests **MUST** be at least 7 days before the first date of the period of absence being requested.

Absence during term time will only be granted in **exceptional circumstances**. If you feel your circumstances qualify, please complete and return this form to the School Office **before making any travel arrangements**. The Head Teacher and/or School Governor may wish to meet with you to discuss the exact circumstances of your application. You will be informed of the Governors' decision in writing.

Taking time off during term time means that the children miss important school time – both educationally and for other school activities.

PARENT/CARER SECTION:

Name of child/ren:

Year group/s:

I request permission for my child/ren to be absent from school due to exceptional circumstances:

From: day and date/time

To: day and date/time

Total number of school days/time

For (please tick):

- Medical, e.g. doctor, dentist, hospital appt. (appointment card/evidence to be seen by school):
.....
- Other exceptional circumstances:
.....

If you have ticked 'other exceptional circumstances', please give a reason why you believe this to be **exceptional** (you must give a reason):

.....

Signed (parent/carer):

Please print name:

FOR SCHOOL USE:

Absence request: **Approved** **Not approved ***

Signed: Mrs J Bentley Headteacher: **Date:**
 on behalf of the Governing Body

*** Absence 'Not Approved' by the School in writing and in advance will be recorded as 'unauthorised'. See notes overleaf.**

1. School Office	2. Parents' copy



Heckington St Andrew's CofE School

REQUEST FOR ABSENCE IN SCHOOL TIME

Guidance Notes

1. Schools are expected to deliver the school curriculum within a tight time scale, and the absence of pupils during term time has a detrimental effect on learning.
2. Parents do not have an automatic right to take a child from school. Permission must be obtained in advance.
3. Absence from school can be authorised **only** by the school.
4. If your request is 'not approved' as the reasons for the request are not exceptional and the pupil is absent, it will be recorded as unauthorised and reported on the annual report.
5. If a pupil is kept away for longer than the period agreed, the additional time will normally be treated as unauthorised. Similarly, if a child is taken away without prior written permission, this will be recorded as unauthorised absence.

THESE ARRANGEMENTS ARE MADE IN ACCORDANCE WITH THE EDUCATION (SCHOOLS AND FURTHER EDUCATION) REGULATIONS 1981 AND GUIDANCE ISSUED BY THE DEPARTMENT FOR EDUCATION AND SKILLS 'SCHOOL ATTENDANCE: POLICY AND PRACTICE ON CATEGORISATION OF ABSENCE'.