

Leave of Absence Request Form

Before making this application please refer to our Attendance Policy for more information

A request **MUST** be made **PRIOR** to any leave of absence

Please note that it is only the school, within the context of the law, which can approve absences in term, whether in 'special' or 'exceptional' circumstances, NOT the parents/carers.

There is no automatic right for pupils to be granted authorised absences for family holidays. Yavneh Primary School considers every request for a leave of absence in relation to the individual pupil's attendance and educational attainment.

Name of pupil		Date of birth	
		Class	
Address			
Leave of Absence requested			
Start date of absence		Return date to school	
Reason for term time absence request			
Please provide written evidence to support your request			
Declaration			
I have read and understood the information on leave of absence in term time, unauthorised absences and penalty notices			
Name of parent/Carer			
Signed (Parent/Carer)		Date	
For School Use Only			
The school has considered your request for leave of absence and your child's absences will be recorded as follows:			
Authorised		Unauthorised	Unauthorised absences to date
Signed:		Position:	Date:

Original signed and completed forms to be retained with pupil's records.

Copy returned to the parent/carer of the pupil to confirm authorisation or refusal before the intended leave of absence. Include appendix 2 letter for declined request