

ST. MARGARET'S CHURCH OF ENGLAND PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

Please note that in accordance with "The Education (Pupil Registration) Regulations 2006", which were updated in September 2013:-

- Leave of absence may only be granted by the Head Teacher of the school.
- There is **no entitlement to leave of absence from school, which may only be granted in exceptional circumstances.** (All applications will be carefully considered on their merits in the light of the need to maintain continuity of learning).
- Leave of absence can no longer be approved for a family holiday, unless there are very exceptional circumstances.**
- If a pupil fails to return from leave of absence within ten school days of the agreed date of return (and the failure is not due to sickness or an unavoidable delay), his/her name will be taken off the register.
- Staff cannot provide children with work to 'catch up' on their return to school.

Further information can be found in, 'Attendance Policy – A Guide for Parents', which is available from the school office and on the school website.

----- **(a)**

Application

I wish to apply for leave of absence for my child(ren):

_____ (names) from
_____ to _____

State reason for the request, clearly explaining the exceptional circumstances:

Signed _____ Print _____ (parent/guardian)

----- **(b)**

Reply to parent

Request for _____ to have leave of absence from
_____ to _____

The above request **has** been authorised.

OR The above request **has not** been authorised because: _____

Signed _____ (Headteacher)

Date _____