



**REQUEST FOR PUPIL LEAVE OF ABSENCE**

This form should be used for **all** absences during school time, including medical appointments or religious observance. You will be notified by email **within 10 days** if your request has been approved by the Head Teacher. **Please note, you will not be notified about absence requests for medical appointments, significant religious holidays or school visits/examinations, as these are usually authorised.**

**PLEASE COMPLETE THE INFORMATION BELOW — PRINTING CLEARLY**

NAME OF CHILD(REN)..... CLASS(S).....

DATES OF REQUESTED ABSENCE.....TOTAL NUMBER OF DAYS.....

REASON FOR ABSENCE—VENUE/PURPOSE/TIME.....

**EMAIL ADDRESS—PLEASE PRINT CLEARLY AS THIS WILL BE USED TO NOTIFY YOU OF OUR DECISION**

PARENT/CARER'S NAME.....

PARENT/CARER'S SIGNATURE..... DATE.....

**The information contained on this form will be held on your child's attendance records in accordance with the terms of the Data Protection Act of 1984**

As you are no doubt aware, it is extremely important that your child attends school on a full time basis. Taking time off school for extended periods can have a detrimental impact upon children's learning, and on their confidence and social wellbeing.

We therefore encourage you to make any arrangements for holidays or extended visits, during school holidays or weekends. However, in exceptional circumstances time off is granted during the term time.

The school considers exceptional circumstances to be:

- Absences for a bereavement of a close family member
- Absences for important religious observances, but only for the ceremony and travelling time - not extended leave
- Families requiring time together to recover or deal with trauma or crisis (compassionate leave)
- The school will also make reasonable adjustments for students with special educational needs or disabilities
- The school will take into account the needs of families of service personnel if they are returning from long operational tours that prevent contact during scheduled holiday time

**For Office Use Only**

**AUTHORISED / UNAUTHORISED/Under 5**

**EMAIL SENT**

**DATE**

**RECORDED ON INTEGRIS**