



# All Saints CE Primary School & Nursery

## Leave of Absence Request Form

This form is to be used for all absences other than sickness or medical/dental appointments. After completing the form, please return it to the school office no less than **2 weeks** before the start of the absence period. Failure to do this may mean the absence is recorded as unauthorised.

Current legislation makes it clear that the headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. At All Saints CE Primary School we are fully bound by this legislation and will be unable to authorise absences unless we believe that the occasion is exceptional i.e.:

- A one off (never to be repeated); and
- Cannot be avoided on a school day because of unique circumstances beyond your control.

The Headteacher will consider each case individually on receipt of this form. Please complete Section 1 fully to enable the full reasons for this exceptional absence to be understood:

Section 1: Parent/Carer to complete this section:			
Full Name of Child			Class
Dates requested:	<b>From</b> (First day absent from school)	<b>To</b> (The last school day that will be missed)	<b>Duration</b> (school days):
Reason for absence:			
Please explain why this leave cannot take place outside of normal school time:	<i>Please attach a letter if you need further space to explain.</i>		
Signature:			Parent/Guardian
Relationship to Child:		Date:	
Section 2: Headteacher to complete this section:			
Current Attendance:		We expect all pupils' attendance to be above 95%. Absence is unlikely to be approved if current attendance is below that figure.	
<input type="checkbox"/> Your request is <b>approved</b> and the absence as set out above is authorised. <input type="checkbox"/> Your request is <b>not approved</b> . If the pupil is absent as proposed above, it will be recorded as <b>unauthorised</b> for the following reason:			
Reason:			
Signed:			Date: