Lord Deramore's Primary School
REQUEST FOR LEAVE OF ABSENCE

WHAT THE LAW SAYS:
Schools are regularly audited to ensure that they are following government guidelines and policies. Schools are ***not permitted*** to authorise any requests for leave of absence in term time unless it is for exceptional circumstances. The following reasons are **NOT** valid:

- The availability of cheap holidays or accommodation;
- The weather at a particular time of year;
- The holiday happens to overlap the start or end of a school term – this is particularly disruptive to your child's education at the start of the school year in September.

WHAT THE HEADTEACHER WILL DO:
In deciding whether to authorise a request for leave of absence, the Headteacher will consider:

1. Individual reasons for the request.
2. Your child's current attendance record.
3. The time of the school year.

PLEASE REMEMBER:

- The School strongly recommends that you avoid important Test Dates i.e. May
- It is advisable to give 7 days' notice in order for your request to be processed by the school office prior to the start of your absence.

LEAVE OF ABSENCE REQUEST – PARENT TO COMPLETE

Name of child: _____ Class: _____

First day of absence: _____ Last day: _____ Total number of days: _____

Reason:

_____

_____

_____

Signature of Parent/Carer: _____ Date: _____

LEAVE OF ABSENCE REQUEST – SCHOOL AUTHORISATION

ADMIN CHECK: Name of child: _____ Class: _____

Attendance Record ☐ Significant events: _____

Number of days previously requested: _____ Class trips: _____

HEADTEACHER AUTHORISATION:

Authorised ☐ Unauthorised ☐ (Reason): _____

Signature of Headteacher: _____ Date: _____