

# 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 and headteachers are not allowed to authorise any requests for leave of absence in term time unless it is for **exceptional** circumstances.

### UNAUTHORISED ABSENCES:

The school will automatically report the following types of absences as **unauthorised**:

- Family holidays at any time during the school term
- Visiting relatives, family or friends for no exceptional reason
- Parental work or study commitments unless evidence is provided by work/university/college indicating that the visit must take place during term-time dates.

### EXCEPTIONAL CIRCUMSTANCES in which absences can be approved include:

- Attendance at family funerals and ceremonies
- Medical reasons and appointments
- Attendance at extra-curricular events (e.g. sporting competition or tournament)
- Religious worship or commitments
- Visiting prospective future schools or educational establishments (including for examinations)
- Visiting relatives, family or friends who may be gravely ill.

### WHAT THE HEADTEACHER WILL DO:

The headteacher is only allowed to authorise an absence if it falls under the definition of 'exceptional circumstances'. All other absence requests will be recorded as unauthorised on your child's records.

### PLEASE REMEMBER:

- Pupils in Years 2 and 6 must avoid any absences during the important test dates, which nationally take place in the month of 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/CARER TO COMPLETE

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

First day of absence: \_\_\_\_\_ Last day: \_\_\_\_\_ Total number of days: \_\_\_\_\_

Reason (write overleaf if necessary):

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Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

### HEADTEACHER AUTHORISATION:

Authorised  Unauthorised  (Due to reason provided not being 'exceptional')

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_