



**APPLICATION FOR LEAVE OF ABSENCE**

*(To be completed for all absences illness. Please complete a separate form for each child)*

Please note that, under the 2013 Amendment to The Education (Pupil Registration) (England) (Amendment) Regulations 2006, absence for family holiday will not be authorised. Leave of absence may be considered under exceptional circumstances, but only the school can authorise absence and this should not be regarded as automatic. In making its decision, the school will consider factors such as the child's overall pattern of attendance and the impact of the absence on the child's education. Each case will be considered individually on its merits, in accordance with the school's policy.

For further information, please refer to the school's **Attendance Policy** or the leaflet **Attendance and Absence: Information for Parents**.

**Application for leave of absence (parent to complete)**

Child's name ..... Class .....

I apply for leave of absence for ..... days / or Time .....

from ..... (first day of absence) to ..... (last day of absence).

My child will return to school on ..... (date)

The reason for the absence is .....

.....

Signed .....(parent / guardian) Date.....

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**Leave of Absence – Reply Slip (parent to complete child's details and dates of absence and hand in to school office)**

Child's name ..... Class .....

Dates of absence: ..... to ..... Total number of school days: .....

Your application for leave of absence has been **authorised**

Your application for leave of absence **has not been authorised**, for the following reason(s):

The reason given does not fall within the recognised categories for authorised absence

Holidays are not authorised. and this will therefore be recorded as an unauthorised absence

Low attendance

Other

*For reference:* pupil attendance (not incl. this absence) .....

Signed ..... (Headteacher) Date .....