



LEAVE OF ABSENCE REQUEST FORM

Please read both sides of this form carefully.

Please use this form to seek permission to take a pupil(s) out of school during term time. Schools can only authorise absence in **exceptional** circumstances. If taking your son/daughter out of school is unavoidable, it is **IMPERATIVE** that they make every effort to catch up with missed work on their return in their own time.

THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY LOSS OF LEARNING OR PROGRESS RESULTING FROM A TERM TIME ABSENCE.

Amendments to the 2006 regulations make it clear that Head teachers may not grant leave of absence during term time unless there are **exceptional** circumstances. We would advise you not to make any bookings until you have checked with the school.

Name of Pupil		Form	Year
Dates of absence for which permission sought:			
Start Date		End Date	
Total Number of days			
Please present your case for taking your son / daughter out of school during term time. (Please provide sufficient information / detail to enable us to make an informed decision. Continue on a separate sheet where necessary.)			
Signed		Date	

On behalf of the Governors, I grant permission for leave of absence for:

Name:.....Form:.....Year:.....

From:.....To:.....

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

Sir William Borlase's Grammar School's Policy on Absence from School during Term Time

It is the school's aim to sustain a very high level of attendance from all of its pupils. In line with guidance from the Department for Education (Regulations 2013), we therefore have the following policy with regard to Absence from School during term time.

- 1 Parents should not normally take pupils out of school during term time unless there are exceptional circumstances.
- 2 All applications for absence MUST be made in writing, normally one month in advance. "Retrospective" applications for such absence will not normally be approved.
- 3 Every request for absence will be considered individually, taking into account the following factors
 - the age of the child
 - the time of year proposed for the trip
 - its nature and parental wishes
 - the overall attendance pattern of the pupil
 - the child's stage of education, and progress; in particular, absence at times that will affect progress towards public examinations at KS3, GCSE or A-level is likely to be disruptive, both to the individual pupil and to others in the class, and is therefore most strongly discouraged.
- 4 If the school does not agree to the absence and the pupil is absent from school then the absence will be considered un-authorised.
- 5 If parents keep a child away for longer than was agreed, any extra time will be recorded as un-authorised.
- 6 The school may delete from roll a pupil who fails to return within 10 school days of the agreed return date unless there is a good reason for the continued absence, such as illness.

The school will work in consultation with the Education Welfare Office to ensure effective action in response to un-authorised absences.