

**Parents/Carers - Please return this request form to the school's Admin Office**

**PUPIL LEAVE OF ABSENCE - IN EXCEPTIONAL CIRCUMSTANCES  
Request form**

<b>NAME OF CHILD</b>	
<b>CLASS GROUP:</b>	
<b>DATES REQUESTED – FROM (Insert first date of absence):</b>	
<b>DATES REQUESTED – TO (Insert last date of absence):</b>	
<b>TOTAL NUMBER OF SCHOOL DAYS:</b>	
<b>I request leave of absence for the above-named child due to the following exceptional circumstance(s):</b>	
<b>If holiday request, please state destination address:</b>	
<b>Accompanying adults &amp; their relationship to child:</b>	
<b>To mitigate any missed teaching and learning, my child will:</b>	
<b>Is there anything else that you feel would enhance the above?</b>	
<b>Print name (Parent/carers):</b>	
<b>Signed Parent/carers):</b>  <b>I/we understand the school can decline this request</b>	

## **Pupil Leave of Absence Requests**

### **Guidance for parents / carers**

Please refer to the SAND Attendance Policy section 6, which outlines protocols for pupil absence.

Parents / carers should make every effort to ensure that their child / children maintain high levels of attendance.

If requesting absence for a family holiday, Parents / Carers should make a formal request to the school prior to confirming a booking and provide the school with as much notice as possible.

Absence requests will be considered by the school in exceptional circumstances and on an individual basis.

When considering absence requests, the school will take the following into account:

- The pupil's current and past Attendance Levels: attendance below 90% is considered persistent absence (Government guidance) and may prevent a request being agreed
- The exceptional circumstances as outlined by parents / carers
- Previous requests
- The impact on the pupil of lost learning

Absence may be considered in the following circumstances:

- If a parent can evidence that they will not be in receipt of any leave in the near future that coincides with school holidays
- Where a parent can evidence that going away during busy (school holiday) periods would not be possible due to the pupil's SEND
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation or recovery
- The death or terminal illness of a close relative
- Out of school programmes such as music, arts or sport operating at a high standard of achievement
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs"
- To attend a wedding or funeral of a close relative
- Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher agrees to consult with the Local Advisory Board prior to any authorisation being given to the parent

Evidence may be requested by the school in each case.