

Parental Request Form for Leave of Absence in Exceptional Circumstances

It is essential that permission for your child to be absent from school is sought **before** making any arrangements/plans.

Following Government guidelines, holidays are no longer authorised by schools/academies. Any time taken during school days will be recorded as an unauthorised absence and will be report to the Education Welfare Service where appropriate.

Whilst we appreciate that parents are not always able to take time off during school holidays, please be aware that pupils' absence from school seriously disrupts their learning and progress made.

- Please not the following points:
- We cannot authorise a leave of absence from school unless there are exceptional circumstances.
- The Education Welfare Office is informed of any Unauthorised Absences and will take appropriate action.
- As Year 6 children complete important assessments during May – please ensure that they are not absent during this time.
- Your child's attendance record will be taken into account when reviewing requests for leave of absence. Expected attendance set by the Government is 95%

A request for Leave of Absence must be discussed with the Head of Academy, at least 10 days prior to 1st day of absence

Name of Pupil..... Class.....

Address.....

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I would like to request that the above child is given Leave of Absence

From to (please provide dates)

Total number of days absent from school

Signed

Name of Parent/Guardian

Contact Telephone number

Reason for request

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Strand Primary Academy

(Academy use only)

Appointment with Head of Academy re Leave of Absence

Date of appointment with Head of Academy

Attended by (Name of Parent)

Outcome of discussion

Name of Child Class

Child's attendance percentage

I Authorise / do not authorise days Leave of Absence from school.

Signed Head of Academy

Education Welfare service informed (as necessary)Date

(The Education Welfare Service should be informed if children are absent when Leave of Absence has been denied or children are absent on any sessions adjacent to school holidays)

Notes from discussion

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