



**STUDENT LEAVE OF ABSENCE REQUEST FORM**

Name of Student: ..... Year: ..... Form: .....

Dates of Requested Absence: .....To: ..... Number of days: .....

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that schools cannot authorise term time holidays unless there are 'exceptional circumstances'. This is because of the impact upon progress and learning. If a holiday goes ahead, the absence will be marked as an unauthorised absence. We recognise that holiday periods are more expensive and that many families have to travel long distances to visit relatives. We also recognise that parents and carers may choose to proceed with the absence without authorisation. However, we wish to make it clear that our records will state that the absence was not authorised.

It may be that in exceptional circumstances, a short absence is agreed to. In these extreme cases, discretion will be exercised. A number of factors will be taken into account. These include the urgency of the request, the impact upon learning, progress and achievement and the number of previous days' absence for the pupil.

Requests will be refused if your child already has a poor record of attendance or if something important such as examinations would be missed or a request is made just before exam periods. **Any holiday leave taken without approval in advance will be marked as 'unauthorised absence'.**

Please indicate the reasons why this leave of absence could not take place in the course of the normal school holiday pattern:

Has your child had a previous holiday or leave of absence during the current academic year? *(If yes please enter dates)*

- No
- Yes, From: ..... To: .....

Signed: .....  
 (Signed by the person with legal responsibility for the young person)

Print name: ..... Date: .....

REPLY FROM THE DEPUTY HEADTEACHER (VM)

Current Attendance %

Name of Student: ..... Year: ..... Form: .....

- Yes, the school will give permission for you to take your child/children out of school.
- No, the school will not authorise the requested absence. You may choose to proceed with the absence but it will be marked as unauthorised absence on their attendance record, and they will be expected to catch up with the work that they have missed.

Signed: ..... Date: .....

