



LEAVE OF ABSENCE FROM SCHOOL * 2023 - 2024

To be completed by Parent/Carer/Guardian
(one form to be completed for each child)

Name of Pupil:		DOB	
School:	COURT LANE INFANT SCHOOL		Year: Class:

Your request will be considered by the Headteacher. Please note all requests will be judged on an individual basis but any leave of absence can only be approved in exceptional circumstances. The Headteacher reserves the right to change their decision if circumstances change prior to the time out of school.

Dates for requested leave of absence: From To

Number of days that have been requested:

Do you have any children in other schools:.....

Please ensure you read the Form Guidance overleaf before completing this form

Destination:

Please give brief reasons for your request for the leave of absence and provide relevant evidence.

Parent(s) Name:

Address:

Is there any other parent living at this address? Yes*/No *If yes Name:

Signature(s).....Date.....

Address of any **non-resident** parent

To be completed by School

Your request for leave of absence **has / has not*** been approved for the following reason(s):

Date received by school:

Headteacher's Signature: Date:

The code placed in the register will be:	C Performance (licence required) /Exceptional circumstances	G Unauthorised Leave of absence	H Authorised Leave of absence	O Unauthorised (other reason)	P Approved sporting activity	R Religious observance	B Educated off-site	M Medical
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Leave of Absence Form guidance

When completing this form it is important to ensure that all required information is included as decisions are made on what has been supplied to the school.

You will need to provide confirmation of where your child is during this period:

- For passports or visas, confirmation of appointment time and date at the embassy
- For sporting tournaments, performances etc, confirmation that your child has been selected along with details of the venue and event
- For a holiday request, even though this is unlikely to be authorised, booking confirmation which details the date of booking and dates of travel
- Items for special consideration must be included at the time of application

The following paragraphs are from the Department for Education's most recent guidance, "Working together to improve school attendance"

It is the legal responsibility of every parent to make sure their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. As head teachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purposes of a family holiday.

Exceptional circumstances are rare, unavoidable and short.

Holidays are always avoidable and will therefore not be authorised. The term 'holiday' can also be applied to any event that is able to be scheduled on a non-school day. This includes (but is not limited to) marking family events such as birthdays, memorials, trips that have been booked by other people. Should you choose to take your child out of school for unauthorised leave work will not be set for them.

Applications are reviewed once a week and should be made as far in advance as possible.