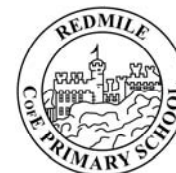




# Redmile Church of England Primary School



## Request for Authorised Leave of Absence

<b>NAME OF CHILD/REN:</b>	<b>CLASS:</b>
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<b>Date of requested leave</b>		
<b>From:</b>	<b>to:</b>	<b>Number of days requested:</b>

**New government guidelines came in to effect on 1<sup>st</sup> September 2013, which prevent all head teachers from granting any leave of absence during term time, unless there are exceptional circumstances.**

Please note:

- A family holiday **does not** fall in to the category of exceptional circumstances.
- Holidays taken during term time are subject to a formal warning which may lead to further action by the Local Authority/DLAT.
- Requests for any leave of absence will also be refused if your child already has poor attendance or if national tests are taking place at the time of the holiday.
- Any leave of absence taken without prior consultation with the school will be marked as 'unauthorised absence.'
- Any absences deemed 'unauthorised' may lead to prosecution by the Local Authority/DLAT.
- Absence from school disrupts continuity of learning, undermines educational progress and can lead to underachievement and low attainment. If leave of absence is requested, **it is expected** that parents support the learning missed whilst their child is absent from school, in order that they don't fall behind with their studies. Parents **MUST** consult with the class teacher regarding expectations.
- Before making a request it is important that you read the school Attendance Policy which you can find on our website [www.redmile.leics.sch.uk](http://www.redmile.leics.sch.uk); alternatively a hard copy may be requested from the school office and guidance on the DfE website: [www.education.gov.uk](http://www.education.gov.uk).
- Permission for leave of absence is granted at the discretion of the Head teacher

**Please indicate the reasons why this request should be deemed as 'exceptional circumstances' (use additional paper if necessary):**

I have read and understood the above information. I have also read and understood the school Attendance Policy and guidance from the Department of Education.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### REPLY FROM HEAD TEACHER

### Authorised/Unauthorised

I am able to give permission for you to take your child/children out of school on the days requested.

I am unable to give permission for you take your child/children out of school for the following reason(s):

Signed \_\_\_\_\_ (Head teacher) Date \_\_\_\_\_