

# Leave Request Form



## Underley Garden

It is a requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time.

To apply for a child to be granted leave from school, parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense**. Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and relevant LA guidance.

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

**PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)** (please attach additional sheets if necessary)

Surname of Child:  First Name of Child:

Date of Birth:  Class:

Surname of parent/carer:  First Name:

Relationship to child:

Home address:

Postcode:  Telephone:

Please provide information regarding exceptional circumstances supporting this application for leave:

*Include destination if applicable*

Dates of absence:  Date back in school:

Emergency UK Telephone contact name and number:  Other emergency contact details, if leave is outside the UK:

## Employer Details

If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays

Name:	
Address:	
Telephone:	

Parent/Carer of residence's signature:

Date of Application:

### **ADDITIONAL FACTORS FOR CONSIDERATION**

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. Underley Garden along with Local Authorities expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

### **SCHOOL SECTION:**

Date application received:

Pupils % Attendance

Date of meeting with parent(s)  
(If applicable)

Gender:

Male

Female

Leave request approved?	Yes	No
Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
Is leave in excess of 10 days?	Yes	No
Parent(s) informed of potential consequences of failure to return on due date?	Yes	No

Reason(s) for decision:

Headteacher's Signature:

Date:

**Please return a copy of this form to the parent/carers after consideration**

*In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.*