



## REQUEST FOR LEAVE OF ABSENCE

**At St. Mary's we believe that the education of your child is of paramount importance and so we actively discourage parents from taking their children out of school during the school term.**

However, if you do apply for a leave of absence for your child, please be aware of the following information.

1. Amendments to the registration regulations which came into force on 1st September 2013, make it clear that requests for leave of absence for family holidays or extended leave will NOT be granted.
2. Any requests for leave of absence during term time will be considered by the Attendance Committee of the Governing Body and will only be granted where there are exceptional circumstances.
3. Failure to request permission for leave, or where permission for leave has been refused, it will mean that the absence is **unauthorised**. Schools are required to notify the Department of Education and the Local Authority of all unauthorised absences.
4. Parents must make a clear case for leave of absence, giving detail of the exceptional circumstances and each case will be considered on its individual merits. When considering granting leave of absence during term time, the school will consider:
  - Child's attendance record – 90%+
  - Impact on the child's education
  - Family circumstances
  - Duration of the requested period of leave
  - Whether the trip/event is rare

If you wish to apply for leave of absence, please complete the reverse of this letter and return to the School Office at least **FOURTEEN DAYS BEFORE THE DATE REQUESTED FOR LEAVE OF ABSENCE**.



# REQUEST FOR LEAVE OF ABSENCE

**Pupil's Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent/Guardian Contact Number:** \_\_\_\_\_

I would like to request that my child is granted leave of absence on:

\_\_\_\_\_ (date).

The exceptional circumstances for requesting this leave of absence during term time are:

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**Signed:** \_\_\_\_\_ (Parent/Guardian) **Date:** \_\_\_\_\_

**For Office Use Only:**

Permission Granted       Permission not granted       Parents informed