

Application for Pupil Leave of Absence

The Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Pupils may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for pupils with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The Head of School will take into account a pupil's previous record of attendance when making decisions. It is important to note that the Head of School can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the Head of School to decide whether to authorise the application for leave. Authorising leave from the Academy is at the discretion of the Head of School. If the leave is taken without the authorisation of the Head of School, a Penalty Notice will be issued.

THE ACADEMY EXPECTS EVERY PUPIL TO ACHIEVE

97% ATTENDANCE

Pupil/s Details

Name/s:	
Class/es or Form/s:	
Address:	

Absence Details

I request permission for the above named pupil/s be granted leave of absence from St Matthew Academy

From:	<i>(first day of absence)</i>
To:	<i>(last day of absence)</i>
Number of school days:	

It is necessary to take my child/ren out of school because:

Parent/Carer Details

I have read and understood the information overleaf.

Parent/Carer Name/s:	
Parent/Carer Contact Number :	
Signature:	Date: