



High View Primary School

Application for Special Leave of Absence Form

Important Information for Parents/Carers

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 only allow Head Teacher to authorise leave of absence (for any purpose) in **exceptional circumstances**

If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence authorised

Requests for Leave of Absence should be made in advance and before any arrangements confirmed or money committed

If Leave of Absence is granted, please contact school to discuss measures to minimise the impact of the absence on your child's academic progress

This form **MUST** be completed by the resident parent(s)/carer(s) before requests will be considered

Please complete a Leave of Absence form for each child

Failure to make a request for a Leave of absence in advance will result in the absence being recorded as unauthorised

This form should be used to request a period of absence from school for your child in exceptional circumstances. Parents will be expected to justify taking their child away from their education.

Name of Child/ren: _____ Class/es: _____

First Date of Proposed Absence: _____ Last date of Proposed Absence: _____

Expected date of return to school: _____ Total days requested: _____

(For siblings) I have also applied to School/Academy _____

for leave of absence for _____ (Insert child/children's name)

Justification for requesting special leave of absence:

- I understand that special authorised absence is given at the discretion of the Head Teacher within the guidelines issued by the School Governors. I understand that if my child is not able to return to school on the agreed date I must contact the school. Failure to contact the school or return within 2 school days of the agreed date may result in the loss of the school place for my child.

- I understand that in line with the school Attendance Policy I may be referred to Sutton Borough Attendance Office and could be served with a fine.**

- I understand that if the leave will include my child/children travelling abroad, I will provide the school with a copy of the travel confirmation showing the date of return to the UK before taking leave.

Signed: _____ Date: _____

Print Name: _____

FOR OFFICIAL USE ONLY

Application for Special Leave of Absence Confirmation

Current Attendance:		Last Year's Attendance:	
Was a request made in the previous year? Give details.			

Authorised absence is granted / is not granted

Signed: _____ Headteacher Date: _____

Any comments to be added to letter:

- Proof of travel with return dates provided and added to file