



St Catherine's C of E Primary School

Leave of Absence Request

We can only authorise requests for absence if there are exceptional circumstances (see new Pupil Registration Regulations Amended 2013). These are listed on the back of this form. **The 10 day rule no longer applies.** Please take time to read these before requesting any leave of absence.

SECTION A

Child's name Class.....
..... Class.....

First day of absence from school.....

Last day of absence from school.....

Total number of days absent

Is this your only family holiday this year? Yes / No

Why are you planning your holiday during term time? Please include any information you would like us to consider.

Section B – please fill in this section if it is difficult for you to take time off work during the school holidays. Otherwise, go to Section C.

Name of parent or carer whose job affects when you go on holiday:

Name and address of employer:.....
.....
.....

Job title:.....

Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of employment.

SECTION C

I have read the attached reasons for requesting a leave of absence. I understand that if my child is taken out of school and it is not authorised against criteria listed then they will be categorised as UNAUTHORISED ABSENCE and I may receive a visit from the Education Welfare Officer and could be liable for a fine.

The information I have given in this form is correct.

Signature of parent / carer..... Date.....

Request approved/not approved

Signature HT Date.....

Examples of exceptional circumstances:

- When a family needs to spend time together because of an immediate family members bereavement, crisis or serious illness.
- Funeral of an immediate family member
- Religious observance
- Transport was not provided by the LA when it should have been
- Children of service personnel about to go on deployment (request would need to be accompanied by a letter from the Commanding Officer)
- **One day** of absence could be authorised for a wedding of an immediate family member (an invitation would need to be provided as evidence)
- One off sporting events /performing arts competitions, if the child is participating and is at county standard or above (a letter from the organisers would be needed as evidence)
- **One day** of absence could be authorised for an immediate family members graduation ceremony / passing out parade
- Medical appointments where it is not possible for the appointment to be arranged out of school hours (evidence must be provided).

Examples of when an absence would not be authorised:

- To care for other family members
- Birthdays
- To interpret for other family members
- No school uniform / shoes
- Bullying
- Friendship problems
- Head lice – *noted down as medical/ return to school when clear*
- Family holiday
- Weddings abroad
- Family anniversaries
- Death of a pet
- Travel problems
- School refusal