

Deanshanger Primary School

(a) Application for pupils to take authorised leave of absence

(b) Notification of the intention to take pupils out of school on unauthorised leave.

Name of pupil(s) _____ Class(es) _____

Dates of leave requested: from _____ to _____

- Leave will only be authorised for 'exceptional circumstances'. This might include: visiting a new school prior to moving home, a recognised religious festival, attending an interview, taking an external exam, or following the death of a very close family member.
- Leave will not be authorised for family holidays, occasional family days-out, or for reasons of convenience – e.g to extend a weekend to attend a family wedding, or because an employer will only allow parents to take their holidays on specific dates.
- Parents/carers must still inform us if they are taking their children out of school for a holiday or any other reason which cannot be authorised, as otherwise we will have to report them to the local authority as 'missing from education'. We will record the leave as 'unauthorised absence' – in the same way as truancy.
- The government has streamlined the arrangements under which parents can be fined for failure to ensure their children's regular attendance at school. If parents take their children out of school for unauthorised leave, the local authority may consider fining them.
- Homework will not be set for the period of leave, and children's educational progress may suffer as a result of them being taken out of school.
- Please note that if you take your child out of school for over two weeks, the local authority has advised us to take them off the school roll - and you would then have to re-apply for a place. If we have a waiting list in that year group, the place may be offered to another family and we would not necessarily be able to re-admit your child.
- The discretion to authorise leave rests with the headteacher.

(a) Either:

I request authorised leave for my child(ren) for the following reason:

For office use:

Authorisation of leave for the above-named pupil is granted / refused*

_____ Headteacher _____ Date

*Grounds for refusal:

(b) Or:

I will be taking my child(ren) out of school for the following reason, even though I understand that this will be recorded as unauthorised leave.

Signature of parent/carer: _____