

Request for a Leave of Absence During Term Time

Parents should be aware that the law does not grant them an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

While you may feel that a day away from school provides worthwhile experiences, it remains the case that your child will miss essential teaching and learning that their peers continue to receive in their absence. Pupils returning from any period of absence are often unprepared for subsequent lessons that build on the teaching they have missed, and additional arrangements may need to be made for them to catch up. Avoiding disruption to the continuity of teaching and learning is a responsibility we all share.

If requesting a leave of absence, you will need to complete the form below, setting out the reasons. If the request is not considered to be an exceptional circumstance, it will not be agreed. If you, nevertheless, take your child out of school for the leave of absence, this **will be recorded as unauthorised absence**.

All leave of absence requests should be completed on the form below by the parents/carers with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the absence. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

Request for a leave of absence during term time

Passion for Learning, Inclusion, Respect, Academic Excellence, Perseverance

Marling School is part of Cotswold Beacon Academy Trust, registered in England and Wales no.7592339, registered office Cainscross Road, Stroud, GL5 4HE

Student Name: Class/Tutor Group:

Student’s Address:

Date of first day of absence Last day of absence:

Number of school days that your child will be absent from school

If a student fails to return to school within ten school days following the anticipated date of return and no reason is provided, there may be grounds (under some circumstances) to remove your child’s name from the Admissions Register.

Please detail the exceptional circumstances for which you are requesting leave of absence – and also provide any supporting documentation regarding the absence.

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Name(s) of Parent(s)/Carer(s) making application:

Dr/Mr/Mrs/Miss/Ms/Other

Forename Surname

Address

Signed Date

Dr/Mr/Mrs/Miss/Ms/Other

Forename Surname

Address

Signed Date

Please ensure you are giving at least seven days’ notice of the proposed absence; retrospective applications cannot be authorised.