



## LEAVE OF ABSENCE REQUEST FORM

At Maple Infants' School we promote excellent attendance for all pupils in order to ensure that they reach their full potential. We encourage all of our pupils and families to share this ethos and we work together with parents in order to achieve high levels of attendance and punctuality throughout our school.

### EVERY DAY IS IMPORTANT

Pupils need to attend school regularly to benefit from their education. Poor school attendance leaves pupils vulnerable to falling behind and children with poor attendance often achieve less in school.

The Head Teacher will not grant any leave of absence to pupils during term time unless they consider there to be '**exceptional circumstances**'.

Exceptional circumstances are by their nature very hard to define. At Maple Infants' School each request is carefully considered and the Head Teacher decides whether exceptional circumstances can be identified. They are however considered to be unique one off events that cannot reasonably be carried out at any other time.

For further information, please refer to our **School Attendance and Absence Policy**.

#### Parents, please note that the following will be taken into account before authorising leave;

- Are the circumstances genuinely exceptional or are they regular events or the norm?
- The purpose or reason for the request
- The date of the request and the date of the requested leave - Applications for Leave of Absence must be made **at least 2 weeks in advance**, unless in emergency situations, and failure to do so will result in the absence being **unauthorised**.
- The likely impact on the child, especially bearing in mind their previous attendance history. If a pupil's attendance is already at or **below 90%** then any leave of absences, except for medical reasons, will **automatically be unauthorised**.
- The time of the year and whether absence and missed learning opportunities can be justified. It is crucially important for children to be in school;
  - a. During the first two weeks of the September term as new routines are established
  - b. During May, this is the month of formal assessments for children in Year 2
  - c. A specified week in June for Year 1 and some Year 2 pupils, this is the phonic screening week

**TO BE COMPLETED BY THE PARENT**

Child's Name:	Class:
I am applying for leave of absence for my child	
From: (insert first day of absence)	To: (insert last day of absence)
Number of school days:	
The exceptional circumstances for which leave is requested:	
If unauthorised do you still intend for your child to be absent?	YES/NO
Has your child already had leave of absence in this school year?	YES/NO
If YES, please give details:	
Signed (Parent/Carer):	Date:

**TO BE COMPLETED BY THE SCHOOL OFFICE**

Current Attendance (%):	
Leave already taken this year	
<input type="checkbox"/> Copy to teacher	<input type="checkbox"/> School Office Diary
<input type="checkbox"/> Parent	<input type="checkbox"/> File

**TO BE COMPLETED BY THE HEAD TEACHER**

Having considered your request carefully, my decision is that leave of absence is:	
<b>AUTHORISED</b>	The absence will be recorded as <b>AUTHORISED</b>
<b>UNAUTHORISED</b>	Should you decide to still take the absence it will be recorded as <b>UNAUTHORISED</b>
Explanatory notes:	
Signed (Head Teacher):	Date: