

LEAVE OF ABSENCE REQUEST FORM



Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances.

Please read:

- The Stonehenge School's 'Leave of Absence Letter'
- The Stonehenge School's 'Guidance for parents on authorised absence from school'
- The Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name of Child(ren):		Tutor Group(s):	
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Date of First Day of Absence:		Date of Return from Absence:	
Date of Return to School:		Number of School Days requested:	
Known siblings and school(s) attending:			

Explain how you have limited the amount of time the child(ren) would be absent from school:	
Have you explored alternative care arrangements to limit time away from school?	
Exceptional Circumstances (reason) for Leave of Absence during term time: 1. <i>Medical appointment</i> 2. <i>Religious observance</i> 3. <i>Traveller pupils</i> 4. <i>Services Personnel</i> 5. <i>Trauma or crisis</i> 6. <i>Seriously ill relative</i> 7. <i>Wedding – immediate family</i> 8. <i>Graduation/Passing out</i> 9. <i>Death and Funeral</i> 10. <i>Out of school programme</i> 11. <i>Other</i>	Which number from the list provided does this relate to: _____ Outline the event:

Parent/Guardian Signature: _____ Date: _____

For school use:

Overall Attendance %	Unauthorised absence %
Request authorised - Yes	No Date Decision Made: