

## LEAVE OF ABSENCE REQUEST FORM



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

**The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.**

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

Please read The Stonehenge School's 'Guidance for parents on authorised absence from school'

<b>Name of Child(ren):</b>		<b>Tutor Group(s):</b>	
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<b>Date of First Day of Absence:</b>		<b>Date of Return from Absence:</b>	
<b>Date of Return to School:</b>		<b>Number of School Days requested:</b>	
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?	
<b>Exceptional Circumstances (reason) for Leave of Absence during term time:</b>  1. <i>Medical appointment</i> 2. <i>Regulated performance/employment abroad</i> 3. <i>Interview at college/employer</i> 4. <i>Religious observance</i> 5. <i>Services Personnel</i> 6. <i>Trauma or crisis</i> 7. <i>Seriously ill relative</i> 8. <i>Housing crisis</i> 9. <i>Wedding – immediate family</i> 10. <i>Graduation/Passing out</i> 11. <i>Death and Funeral</i> 12. <i>Out of school programme</i>	Which number from the list provided does this relate to: ____  Outline the event:

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For school use:**

Overall Attendance %	Request authorised -	Date:
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