**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’

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| **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: |  | | |

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| --- | --- |
| 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. *Medical appointment* 2. *Regulated performance/employment abroad* 3. *Interview at college/employer* 4. *Religious observance* 5. *Services Personnel* 6. *Trauma or crisis* 7. *Seriously ill relative* 8. *Housing crisis* 9. *Wedding – immediate family* 10. *Graduation/Passing out* 11. *Death and Funeral* 12. *Out of school programme* | Which number from the list provided does this relate to: \_\_\_  Outline the event: |

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

**For school use**:

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| Overall Attendance % Request authorised - Date: |