



LEAVE OF ABSENCE REQUEST FORM

It is essential for pupils to attend school every day to get the most out of their school experience, including their attainment, wellbeing and wider life chances. As parents/carers, you have a legal responsibility to ensure your child's attendance at school.

This form should be completed if you know in advance of a reason as to why your child will not be attending school, including for any medical appointments.

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In-line with the national framework for penalty notices issued by the DfE, unauthorised absences of 5 days (10 sessions) or more within a 10-week rolling period may result in the issue of a penalty notice. Full details can be found in our Multi-Academy Trust and School Attendance Policy which can be found on our website.

Name of Child				Class	
Number of days requested		Date and start time		Finish time	
Reason for requesting exceptional leave during term time <i>(Please include any supporting documentation)</i>					
Has your child already had a leave of absence this year?				Yes / No	
Does this request involve any siblings who will also be absent from school?				Yes / No	
If yes please state: Name(s): School(s): Year Group(s):					
Signed (parent/carer)				Date	

For school use only

Following the above request, the Headteacher considered the reason for the request against the 'exceptional circumstances' and in-line with our St Edmundsbury and Ipswich Multi Academy Trust attendance policy, has decided the absence will be:		
Authorised		I am able to authorise this request as your child(ren) is in Reception and not yet of compulsory school age
Authorised		Exceptional circumstances
Not Authorised		The absence will be recorded as unauthorised but you will not incur a penalty notice
Not Authorised		The absence will be recorded as unauthorised and a request will be made to Suffolk County Council for a penalty notice to be issued
Current attendance:		Additional Comments (if required):
Headteacher's signature:		

To achieve Good attendance of 96% or above your child should miss no more than 9 school days in a school year. Please continue to secure good attendance moving forwards.