



# Tweedmouth West First School

*Respect Responsibility Resilience*

## **Application for leave of absence of child from school**

(This form must be submitted at least 2 weeks in advance)

Dear parents/carers,

At Tweedmouth West we want to do everything we can to make sure your child is at school every day.

When children miss school, it affects their friendship groups and confidence, as well as their learning.

We understand that there are many valid reasons why you may need to take your child out of school, but we ask you to think very carefully about the impact this will have before booking a holiday.

Holidays cannot be classed as exceptional circumstances, and so will be marked as an unauthorised absence, but we do appreciate you letting us know dates in advance.

Please let us know if there is any way we can support you to improve your child's attendance.

Yours sincerely,

**Anne Robertson**  
(Headteacher)

I, the undersigned, being the parent/carers of:

Name of pupil ..... Year group .....

Address .....

request the Headteacher to grant leave of absence from school from

..../..../.... to ..../..../.... (dates). Total number of days requested .....

Are there exceptional circumstances for this absence:

Yes ☐ If yes, please give details in the box below

No ☐

Details of exceptional circumstances:

Parent/Carer's name .....

Signed.....Date .....

Headteacher's response:-

This absence is not authorised

This absence is authorised

Signed ..... Date .....

Anne Robertson (Headteacher)

## **What might be classed as exceptional circumstances?**

- Immediate family wedding
- Medical / mental health reasons (with covering letter)
- Family in forces / emergency services (but should not happen regularly)
- Immediate family bereavement

(This is not an exhaustive list)

## **Government Guidance**

- Leave of absence authorised by the school :-

Only exceptional circumstances warrant an authorised leave of absence.

Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

- Holiday authorised by the school:-

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

**A leave of absence is granted entirely at the head teacher's discretion.**

## **Statistical information:-**

- A pupil who has 10 days absence during a school year will only attain 94.7% attendance (96% is the expected)