PUPIL LEAVE OF ABSENCE REQUEST

SAF5
v4

Reducing absence and persistent absence is a vital and integral part of our work to:

- promote children's welfare and safeguarding
- ensure every pupil has access to the full-time education to which they are entitled
- ensure that pupils succeed while at school
- ensure that pupils have access to the widest possible range of opportunities when they leave school.

The Government has amended The Education Regulations 2006 in relation to the authorisation of term time leave for pupils. These amendments came into force on 1st September 2013. In the Education Regulations 2013, all references to family holiday and extended leave as well as the statutory threshold of ten school days have been removed. The amendments make clear that leave of absence during term time will not be granted unless there are **exceptional circumstances**.

To avoid disappointment we advise that the leave of absence is applied for before it is required or planned. The decision to authorise absence rests entirely with the Governor Attendance Panel which includes the Chair of Governors. Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. If the leave of absence is not authorised by the Panel and parents take the leave of absence unauthorised, then the Governors will remove the child's right to a place at the school after 10 days absence. Upon return from the absence, parents may approach the school to see if a place is still available, but must be aware that they will be added to the extensive waiting list, and will only be given a place in line with our admissions criteria.

Please note that the Governor Attendance Panel only meets periodically and therefore last minute absences are unlikely to be approved in time.

Pupil's name		Class	
First day of absence		Last day of absence	
Reason for absence			
Signed		(parent)	Date

FOR GOVERNOR ATTENDANCE PANEL USE ONLY

Absence authorised*

Signed		Representative of the Governor Attendance Panel	Date

Absence not authorised*

Reason why absence is not authorised			
Signed		Representative of the Governor Attendance Panel	Date

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