



# All Saints CE Primary School & Nursery

*Nurture, Resilience and Achievement for all!*

## Pupil Leave of Absence Request Form

Please find a summary of the information provided via the online form. The Headteacher will consider each case individually on receipt of this form. **Please complete one form for each child.**

Part A: Child(ren)'s Details					
Full name:		DoB:		Class:	
Child's Address:					
Part B: Absence Details					
Date(s) requested:	From (First day absent from school)	To (The last school day that will be missed)	Duration (school days):		
Return to school on:					
Reason for absence:					
Part C: Person Providing Information Online & Declaration					
<p><b><u>Please read carefully</u></b></p> <p>All schools must, by law, follow the Department for Education statutory guidance relating to school attendance. Leave of Absence requests must be made in advance by a parent who the pupil normally lives with. Schools must consider each application individually. A school cannot grant a leave of absence retrospectively; if a request is not made in advance we are obliged to mark it as unauthorised. The headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. At All Saints CE Primary School we define 'exceptional' as '<b>rare, significant, unavoidable and short</b>' (Attendance Policy, Section 7.3). Where any guidance/policy refers to 'parent' in respect of attendance and absence - it means: - all natural parents, whether married or not, - all those with parental responsibility, - those who have day to day responsibility for the care of the child. Taking a child out of school during term time could be detrimental to their educational progress. If the absence is not authorised, and leave is taken, our school may refer the absence to the Local Authority for legal action, including application for a Penalty Charge Notice. Persistent unauthorised absence may also be referred to the LA Attendance Support Team and may be dealt with under the Penalty Notices Code of Conduct procedure.</p>					
Parent Signature:					
Full Name:		Date:			
Relationship to Child(ren):		Email:			
Full address (if different from child's above):					



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Part D: Headteacher to complete upon receipt				
Child and Absence Details				
Full name:		DoB:		Class:
Child's Address:				
Date(s) requested:	From (First day absent from school)	To (The last school day that will be missed)	Duration (school days):	
Headteacher's Decision				
Current Attendance (%):		<p><i>We expect all pupils' attendance to be above 95%. Absence is unlikely to be approved if current attendance is below that figure or if there are already instances of unauthorised absence on your child's record. Your child's formal attendance record can be accessed through the Arbor Parent Portal.</i></p>		
Authorised Absence (%):				
Unauthorised Absence: (% and # of sessions)	%			
<p><input type="checkbox"/> Your request is <b>approved</b> and the absence as set out above is authorised.</p> <p><input type="checkbox"/> Your request is <b>partly approved</b> with the following dates (reason below):</p> <p>_____</p> <p><input type="checkbox"/> Your request is <b>not approved</b>. If the pupil is absent as proposed above, it will be recorded as <b>unauthorised</b> for the following reason:</p>				
Reason:				
Signed:			Date:	

**Form version: October 2024**