



REQUEST FOR PUPIL LEAVE OF ABSENCE

Dear Headteacher,
I, the undersigned, being the Parent or Guardian of:

Pupil Name: _____ **Class:** _____

Address: _____

Request permission that they are granted day/s of absence from school for the reasons stated below.

Date from: _____ **Date to:** _____

Signature of Parent / Guardian _____

DfE guidance states that Headteachers may **NOT** grant leave of absence unless there are exceptional circumstances.

Reason for absence (Exceptional Circumstances):

Please note, any absence from school during term time will seriously disrupt the continuity of your child's learning and will have an impact on their present and future achievement.

If leave of absence is taken without permission from the Headteacher it will be marked as unauthorised. Under government guidelines any absence marked as unauthorised can lead to the involvement of the Attendance and Placement Service in persistent cases of poor attendance.

OFFICE USE ONLY

Current attendance level: %

Authorised days:

Unauthorised days:

Headteacher signature / Date:

Refer to school attendance officer: Yes / No / NT Attendance and Placement Service

Added to Arbor:

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Parentmail sent to Parent:

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