

The Brookfield School
Leave of absence request during term time

Absence from school can seriously disrupt your child's learning. Not only do pupils miss the teaching provided on the days they are away but they also have to simultaneously catch up and keep up on their return. This leads to a risk of underachievement which together we should be trying to avoid.

A leave of absence during term time will only be authorised in exceptional circumstances*. Each request will be treated separately.

I would like to take my child (Name)

Tutor group: out of school from.....

to

He/she will return to school on

I am requesting this leave of absence during term time because of the following exceptional circumstances:

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(Please give as much detail as possible, including copies of official work schedules etc.)

Name of any school aged siblings and the school they attend:

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Signed (Parent/carer) Date:

Name of Parent/carer

This form must be completed and returned to The Brookfield School no less than two weeks before the planned absence.

* Exceptional circumstances include bereavement, holidays for children of service personnel etc. It is the responsibility of the head teacher to determine what constitutes exceptional circumstances.

THE COST OF THE HOLIDAY OR TRAVEL IS NOT AN ACCEPTABLE REASON FOR TAKING A CHILD OUT OF EDUCATION DURING TERM TIME.

Current attendance
_____ % on _____

Dear parent/carer

Re: (Pupil's name)

Further to your recent request for leave of absence,

Leave of absence **authorised** between and
Please ensure that your child returns to school promptly following the absence as failure to do so can result in their removal from the school roll.

Leave of absence **refused** (please see below). Any absence from The Brookfield School between and will be marked as unauthorised. This may lead to the issue of a Fixed Penalty Notice of up to £120 (section 444(A) of the Education Act 1996) per parent, per child.

Signed: (Head Teacher) Date:

Head Teacher's reason(s) for refusal to authorise your request for leave of absence

for (pupil)
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Signed (Head Teacher)

Date