



Anthony Gell School Cluster of schools

Request for leave of absence from school

Please note that under national regulations which were introduced in September 2013 leave of absence can only be authorised in exceptional circumstances. The Headteacher will judge the request based on two factors:

- **Could this leave reasonably be taken at another time?**
- **Will the leave unduly affect the child's education and progress?**



Name of Pupil _____

Class/tutor group _____ Year _____

Siblings also requesting leave from another school Yes / No



School sibling attends _____

Address of student _____

Leave requested from (date) _____ to (date) _____

Please give your reasons for requesting leave during term time due to exceptional circumstances _____

Name of Parent/Carer _____

Signature _____ Date _____

Parents are advised to speak to the Headteacher / Senior Staff to discuss request for leave.

For school use only:

Current attendance ____% Last year's attendance (if applicable) ____% Student on track (progress)? Y/N

Known reasons for absence in the last 12 mths: _____

Sibling school contacted (if applicable) Yes /No / NA

Headteachers Decision:

Authorised Absence Unauthorised Absence Signed: _____

Letter sent to parents on: _____

Route letter sent (circle as applicable): with child by hand to parent by post

