



# All Saints CE Primary School & Nursery

*Nurturing, Resilience and Achievement for all!*

## Leave of Absence Request Form

As a parent/carer, you should complete this form if you wish to take your child out of school during term time. This form is to be used for all absences other than sickness or medical/dental appointments. After completing the form, please return it to the Headteacher no less than **2 weeks** before the start of the absence period. Failure to do this may mean the absence is recorded as unauthorised.

*Current legislation makes it clear that the headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. At All Saints CE Primary School we are fully bound by this legislation and will be unable to authorise absences unless we believe that the occasion is exceptional i.e.:*

- A one off (never to be repeated); and
- Cannot be avoided on a school day because of unique circumstances beyond your control.

The Headteacher will consider each case individually on receipt of this form. Please complete all sections fully to enable the full reasons for this exceptional absence to be understood:

Parent/Carer to complete this section:				
Full Name of Child			Class	
Dates requested:	<b>From</b> (First day absent from school)	<b>To</b> (The last school day that will be missed)	Duration (school days):	
Reason for absence:				
Please explain why this leave cannot take place outside of normal school time:		<i>Please attach a letter if you need further space to explain.</i>		
Signed:				Parent/Guardian
Relationship to Child:			Date:	
Headteacher to complete this section:				
Current Attendance:			We expect all pupils' attendance to be above 95%. Absence is unlikely to be approved if current attendance is below that figure.	
How much absence has already been granted this academic year?				
<input type="checkbox"/> Your request is <b>approved</b> and the absence as set out above is authorised. <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:				
Reason:				
Signed:			Date:	

Form version: October 2019

Review date: November 2020

Parsonage Lane, Bishops Stortford, CM23 5BE

T: 01279 836006

E: admin@allsaints.herts.sch.uk

[www.allsaints.herts.sch.uk](http://www.allsaints.herts.sch.uk)

@AllSaintsPriSch

