



## Request for a Leave of Absence

Taking your child out of school during term time is disruptive.

**Parents do not have a legal right to take children out of school.**

Headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

A request for a leave of absence for your child will only be considered if:

- The parent the child normally lives with applies in advance for the absence
- There are exceptional circumstances for the absence.

Exceptional circumstances are defined by Wiltshire Council as not typical and extraordinary. They suggest a request for leave of absence could be considered exceptional in the following circumstances;

- For service personnel and other employees who are prevented from taking leave of absence outside term time at any point in the academic year
- The terminal illness or bereavement of a parent or sibling

Cluster schools have agreed that a request for leave of absence could be considered exceptional in the following circumstance;

- For service personnel who are granted pre-tour operational leave or R & R during an operational tour (but not post-tour leave)

### Any other absence?

There may be other circumstances such as the wedding of a family member, family bereavement or prison visits where a parent may request absence. In these situations schools must consider each request in advance of the absence and take account of the pupil's overall attendance, the frequency of requests and the nature of the event for which leave is sought.

If the absence has not been authorised and an absence occurs, where the child's unauthorised absence amounts to 10 or more sessions (**FIVE school days**) within the previous six months within the academic year schools are expected to notify the Education Welfare Service and a Penalty Notice will be issued. Information for Parents and Carers about Penalty Notices is available on the school website or from the school office. Each family has been issued a copy of this leaflet in September 2013 and new children starting school have received one in their school pack.

If you still want to apply for a leave of absence please complete the form overleaf.

Name of Child:	
Date of Birth:	
Class:	
Date of first day of absence:	
Date of return to school:	
Number of days child will be absent:	
Known siblings and school(s) attending:	
Please explain the exceptional circumstances which have led to you applying for a leave of absence for your child. (Attach supporting information / continue on an additional page if required.)	
Signed:	Date:

**CLARENDON JUNIOR SCHOOL ABSENCE REQUEST REPLY NOTIFICATION**

Name of Child:..... Class:.....

Requested Dates of Absence:.....

Absence Authorised / Unauthorised\*

Date:..... Mrs K Ward, Headteacher, Clarendon Junior School

