



OLIVER GOLDSMITH PRIMARY SCHOOL

Request for Leave during Term Time

This form is to be completed by the Parent/Carer and handed to the Head teacher before the period of leave requested.

Name of child	
Class	
Date of Birth	
Address	
Telephone	

Please note that leave during term time can only be granted by the Headteacher in exceptional circumstances- please read letter attached

Dates requested	From	to	Total days:
Reason for leave request			
Name of Parent/Carer			
Signature of Parent/Carer			

FOR OFFICE USE ONLY

Leave is authorised between the dates oftodays	
It is important that your child returns to school by the date agreed. If any circumstance causes a delay, it is vital that you contact the school. Please understand that your child/children's school place may be lost if he/she fails to return to school within the agreed period of leave.	
Headteacher's Signature:	Date:
Leave is <u>not authorised</u> .	
Reason:	
Headteachers Signature:	Date:

OLIVER GOLDSMITH PRIMARY SCHOOL

"Inspiring a love of learning"

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Coniston Gardens
Kingsbury
London
NW9 0BD

LEAVE OF ABSENCE DURING TERM TIME (FOR EXCEPTIONAL CIRCUMSTANCES)

Dear Families,

We ask you to support the school by ensuring your child achieves excellent attendance. Absence during term time can have an adverse effect on a child's education and our school actively discourages this.

Key Points:

- Leave of absence during term time is only granted under exceptional circumstances.
- A Leave of Absence Application form must be completed before the absence, with supporting evidence (please do not be offended by us asking). If you do not apply for the leave of absence in advance, the absence will be automatically unauthorised.
- Leave of Absence is granted solely by the Headteacher. Each case is reviewed individually.
- **Family days out, holidays and visiting sick relatives are NOT deemed exceptional circumstances.**
- Where a child is granted leave of absence, a date for return will be agreed in advance. If the child fails to return to school within 10 days of the agreed return date, **the child's place at the school will be withdrawn.**
- Unauthorised absences are recorded on our registers and referrals made to the Brent Education Welfare Service on a regular basis. This may lead to fines from the Local Authority.

What does OGPS deem exceptional circumstances and how many days are granted?

Exceptional Circumstance & Description	Number of Days Granted
Death or terminal illness of a person <u>close</u> to the child.	3 days
Wedding or Funeral of a person <u>close</u> to the child.	1 day
Religious Observance: The day of a religious festival exclusively set apart for religious observance by the religious body to which parents belong as recognised by Brent Educational Welfare Service (EWS).	1 day per festival/religious observance
Other significant community religious festivals/celebrations or pilgrimages <u>that cannot</u> be undertaken at any other time of the year.	Max of 2 days
Absence from school recommended by a health professional.	Review medical advice
Sporting events where a pupil is competing at a high level (regional/national).	Max 5 days inc. travel
The child is taking part in a performance (within the meaning of section 37 of the Children and Young Persons Act 1963) following approval from the Headteacher.	Dependent on license information

If you wish to request leave of absence for exceptional circumstances, please complete the Leave of Absence Application form and send it to the school office.

Yours sincerely,

Mr. James Simmons

Headteacher

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