



FOREST BRIDGE SCHOOL

Request for Leave of Absence Form

You may be aware that the government introduced some changes to the school attendance regulations from September 2013. These amendments state that Headteachers may **not** grant **any** leave of absence during term time unless they are of **exceptional circumstances**.

The school will consider each request individually taking in to account the circumstances, such as the nature of the event and the frequency of the request and the pupil's attendance.

If your application is refused and the child is taken out of school or if the leave is extended for more time than agreed, then this absence is recorded as an unauthorised absence.

If your child is absent for more than **20 days** unauthorised then your child will be taken off the school roll.

Attendance and lateness is monitored through the local authority by the Education Welfare Officer (EWO).

If you do need to take your child out of school during term time, please make it very clear in your request how the circumstances are exceptional circumstances as under new regulation we will not be able to grant your request if not enough information is given.

Yours sincerely,

Elizabeth Farnden

Headteacher

Please make sure you have read the note overleaf before completing this form

Name of child:.....Class/ Year group:

Please note absence will only be authorised in exceptional circumstance.

Reason for absence:

.....
.....
.....
.....

Religious absence:

Absence Period from (1st day of absence)..... date return to school.....

Number of school days missed.....

Signed..... Date:

Parents Name: (Person completing form)

Office use only: absence request has been: Signed.....

Authorised

Not Authorised

-----Please cut along this line-----

Absence Request Slip

Dear..... Childs Name:

Childs Class: Date:

Your absence request has been: Authorised

Not Authorised