



**THE ABBEY CE VA PRIMARY SCHOOL  
REQUEST FOR AUTHORISED ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES**

The pupil registrations (England) 2006 and the Education (Pupil Registration / England/ Amendment) Regulations 2013 states that: Schools may only grant leave of absence in exceptional circumstances as taking children out of school in term time is disruptive to their education.

I would like to apply for an authorised absence from school for the child(ren) named below:

**Children's Names and Year Group**

1. ....
2. ....
3. ....

Please tick:      Less than a whole day      Whole day(s)

If whole day(s), period of absence from (date) ..... to .....

Or, if less than a whole day: date: ..... from ..... am/pm to ..... am/pm

NB – Please remember to cancel any lunch which has been pre-ordered if your child will no longer require a school meal.

The circumstances that require my child(ren) to be absent from school are:

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

Signed ..... (Parent/Guardian)     Date .....

**Please return this form to the School Office with a copy of any appointment confirmation**

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**SCHOOL OFFICE USE ONLY**

Request No.     2022/2023

Permission for authorised absence is granted.

Signed .....     Mrs Linda O'Melia - Headteacher

Permission for an authorised absence has NOT been granted because:

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

Signed .....     Mrs Linda O'Melia - Headteacher



Abbey CE VA Primary School expects all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school.

### **Requests for leave of absence**

All absence from school has a negative impact on a child's education and progress. The Abbey School and the Local Authority takes the view that taking children on holiday during term time can be damaging to the child's educational progress for various reasons:

- Children find it difficult to catch up on the learning that they have missed.
- It can have a negative impact on children's confidence and progress.
- Excellent attendance and punctuality are vital elements of preparing children for the future.
- All members of the class suffer if children take leave of absence as teachers have to spend time helping some children to catch up

Parents requesting leave of absence are invited into school to discuss the proposed absence and implications for their child of missing school time and should not book any travel arrangements until authority is given. Parents/grandparents/carers must check term time dates (available on the school website and circulated a year in advance) before making flight bookings. **Headteachers have the discretion to authorise leave of absence only if there are exceptional and unavoidable circumstances which warrant it.** Term time holiday absence may be recorded on the pupil's report.

The school's procedures for authorising term-time absence considers:

- Absence in term-time will only be authorised in exceptional circumstances e.g. family wedding/funeral
- Each request for leave of absence will be considered individually, taking into account: the circumstances for the request, the supporting evidence provided, the overall attendance of your child(ren), your child's stage of education and progress and where appropriate both internal and external examinations and assessments.
- If the absence is approved by the Headteacher you will be advised as to how many days the Headteacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days, the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Attendance Improvement Office and the possibility of statutory action and a fine.
- No absences will be authorised in September, the start of the academic year, and in the weeks leading up to SATs in May in the Summer Term (Years 2-6).