

## Appendix A: Leave Request Form

### FORM TO BE RETURNED TO SCHOOL WITH A MINIMUM OF TWO WEEKS' NOTICE

Amendments to the Education (Student Registration) (England) Regulations 2006 which came into force on 1 September 2013 state that Headteachers may not grant any absence for holidays during term time. Absence may be granted where exceptional circumstances are demonstrated. In these cases, it is the Headteacher who determines the number of days a child can be away from school if the leave is granted. Please ensure you detail below the **exceptional** reasons for requesting to take your child out of school and attach supporting documents where appropriate.

At The Roseland we work hard to support all students, and their families, to achieve their best within their studies and wider achievements. An important aspect of this work is ensuring that each and every student has excellent attendance. This is because students with poor attendance are vulnerable to falling behind and tend to achieve less. Absence has a serious effect on our ability to work together with you to ensure that your child reaches or exceeds their educational potential.

Requests for leave of absence will be denied when:

- A student's attendance is currently under 90% or where by granting the leave request this will result in their attendance being below 90%.
- A student has started their GCSE courses, ie they are in Year 10 or 11.
- A request is not deemed as an "exceptional circumstance", ie a family holiday.
- A student has scheduled tests, exams or assessment weeks.
- The school has organised and planned specific activities to enhance the curriculum and learning experience for all, ie work experience, activities week.
- The Local Authority has begun legal proceedings.
- A student is seriously behind with their work and not making required progress.

Please complete a separate form for each child you are requesting leave for.

Name of Student .....	Date of Birth..... Tutor Group.....
Leave requested from date ..... to date.....	
Number of school days that your child will be absent from school: .....	
Do you have a sibling request in another school? If so, please state which school: .....	
Reason for term time leave request. Please continue on a separate sheet if necessary. ..... ..... .....	
Name of Parent /Carer: .....	
Signature: .....	Date: .....

**Absences taken which have not been agreed will be marked as unauthorised;** these may be referred to the Local Authority for consideration of a Penalty Notice or other action.

#### For School Use:

UPN.....	Attendance .....%...
Previous Leave this Academic Year - Yes/No	No. of days: ..... Authorised: Yes/No Unauthorised: Yes/No
Arrange to meet with Parent - Yes/No	Meeting/Telephone Call with/by: .....
Headteacher's signature .....	Authorised / Unauthorised      Coding B H O P C G