



LEAVE OF ABSENCE REQUEST FORM

Student's Name:..... Form:.....

Dates of requested absence:.....(inclusive)

Reason for absence (please include details of why it is unavoidable):

.....

.....

.....

.....

PLEASE ATTACH ANY RELEVANT EVIDENCE TO SUPPORT YOUR REQUEST

Signed: Date:.....
(Priority 1 Parent/Carer)

FOR SCHOOL USE ONLY:

AUTHORISED: YES / NO * (Delete as applicable)

*declined due to the absence not meeting the guidance set out in "Working together to improve school attendance".

**PLEASE EMAIL THE COMPLETED FORM AND EVIDENCE
TO THE ATTENDANCE OFFICER –
attendance@davenant.org**

Your application will be reviewed by the Headteacher and you will be notified within 5 working days of your application whether or not your request has been authorised.

Please see NOTES overleaf



LEAVE OF ABSENCE REQUEST FORM

NOTES

1. The **Education (Pupil Registration) Regulations 2016** state that the application must be made by a parent/carers with whom the child normally resided, or by the local authority in regards to Looked After Children.
2. Leave of absence for more than 10 days in any school year can only be granted by the Headteacher and if there are exceptional circumstances.
3. Requests must be made in advance as leave cannot be granted retrospectively. One week's notice is seen as the normal minimum. Absences except for ill health or emergency, not authorised in advance will be classified as unauthorised.
4. Authorisation will not be given for pupils in Years 11 or 13, or during examination periods in any years, unless there are exceptional circumstances.
5. Authorisation will not be given to those pupils who have a poor record of attendance generally.
6. Leave of absence will not be given for holidays, in line with Government Legislation, except in exceptional circumstances.
7. Leave of absence for show rehearsals and performances is covered by the **Children (Performances) Regulations 1968**. Permission may be required from the Local Education Authority for such absence, although absence for one-off television performances and amateur productions is at the Headteacher's discretion and usually granted if the pupil's normal record of attendance is good.
8. For all absences, pupils will be expected to catch up on work missed and, where appropriate, to ask for work in advance to take with them.