



DAVENANT FOUNDATION SCHOOL

REQUEST FOR LEAVE OF ABSENCE

Student's Name: Form:

Dates of requested absence: (inclusive)

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

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Signed: (Parent/Carer) Date:

Authorised/Not authorised: (Headteacher) Date:

NOTES FOR GUIDANCE

1. The **Education (Pupil Registration) Regulations 2016** state that the application must be made by a parent/carer with whom the child normally resided, or by the local authority in regards to Looked After Students.
2. Leave of absence for more than 10 days in any school year can only be granted by the Headteacher in person and if there are **exceptional circumstances**.
3. Requests must be made in advance as leave of absence cannot be granted retrospectively. One week's notice is seen as the normal minimum. Absences except for ill health or emergency, not authorised in advice 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.