



# Anthony Gell School Cluster of schools Request for leave of absence from school

Please note that under national regulations which were introduced in September 2013 leave of absence can only be authorised in exceptional circumstances. The Headteacher will judge the request based on two factors:

- **Could this leave reasonably be taken at another time?**
- **Will the leave unduly affect the child's education and progress?**



Name of Pupil \_\_\_\_\_

Class/tutor group \_\_\_\_\_ Year \_\_\_\_\_

Siblings also requesting leave from another school Yes / No



School sibling attends \_\_\_\_\_

Address of student \_\_\_\_\_

Leave requested from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Reason for request for leave during term time \_\_\_\_\_

\_\_\_\_\_

Name of Parent/Carer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### For school use only:

Current attendance \_\_\_\_\_% Last year's attendance (if applicable) \_\_\_\_\_% Student on track (progress)? Y/N

Known reasons for absence in the last 12 mths: \_\_\_\_\_

Sibling school contacted (if applicable) Yes / No / NA

### Senior Tutor's recommendation:

Authorised Absence  Unauthorised Absence Signed: \_\_\_\_\_

### Head of Pastoral Care's Decision (using delegated authority from Headteacher):

Authorised Absence  Unauthorised Absence Signed: \_\_\_\_\_

Letter sent to parents on: \_\_\_\_\_

