



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 _____

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: _____

