



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

Please note that schools must use the DfE Statutory Guidance 'Working Together to Improve School Attendance' (August 2024) when considering Leave of Absence requests. The regulations state that 'All schools are expected to restrict leaves of absence to...specific circumstances: Taking part in a regulated performance or employment, attending an interview or exceptional circumstances.'

Exceptional circumstances are only granted at the school's discretion and must be requested in advance by a parent who the pupil normally lives with. The following factors will be considered to decide if a request is exceptional:

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

Please note that schools must consider whether a penalty notice is appropriate when a pupil reaches the national threshold. The threshold is 10 sessions (5 school days) of unauthorised absence, either as a single period of leave or in non-consecutive sessions.

The DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.



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

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

Authorised Absence Unauthorised Absence Signed: _____

Letter sent to parents on: _____