



All Saints Carshalton Church of England Primary School

Application for leave of absence

To be completed by parents

You should not expect your child's school to agree to any absences during term time. Taking time off during the term means that children miss important school activities which are detrimental to a child's learning. The DfE recommendation is that children are not taken out of school other than in exceptional circumstances.

Parents do not have a legal right to take children out of school on holiday. Each application is considered individually, taking into account the following factors:

- The child's attendance record (it should exceed 95% attendance)
The timing of the absence (it should not be taken during test times, or at the beginning of term)
The reason for the absence (the exceptional circumstances must be explained - a cheap term time holiday will not be accepted as a valid reason for absence)
Our policy states that authorisation will only be given for funerals, investitures by the sovereign and examinations.
Only non-routine medical appointments will be authorised, ie those with a consultant or specialist centre that cannot be made outside of school time (these appointments should be supported by an appointment letter/card.) Routine GP and dental appointments should where possible be arranged out of school time.

If leave is taken after permission has been withheld then this will be recorded as unauthorised absence. This will appear both in the school register and in your child's report. Persistent unauthorised absence may result in the involvement of the Attendance Officer and a possible fine.

For information the Chair of Governors letter pertaining to requests for leave can be found on our website

I request that (child's name) in (class) be granted leave of absence from All Saints Carshalton Church of England Primary School from to (please include year), number of school days for the following reason - (details must be provided. Insufficient information will mean authorisation cannot be given):

.....
.....
.....
.....
.....

Signature of Parent/Carer..... Date.....

To be completed by the school

Authorised []

Unauthorised []

Headteachers comments:

Signature of Headteacher Date.....