

Urmston Grammar School

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REQUEST FOR LEAVE OF ABSENCE – Form LA1

Dear Parent/Carer

From the 1st September 2013, a change to the law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in **exceptional circumstances** and the Principal and Governors must be satisfied that the circumstances warrant the granting of the leave.

Parents can be fined by the Local Authority for taking their children on holiday during term time without consent from the school.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 Leave of absence 8.

(1) Leave of absence may only be granted by a person authorised in that behalf by the proprietor (Governors) of the school. *(At Urmston Grammar this is the Headteacher)*

1A) Leave of absence shall not be granted unless -

- (a) an application has been made in advance to the proprietor by a parent with whom the pupil normally resides; and
- (b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.”;

I would be grateful if you would complete the form overleaf for the granting of leave of absence, which will be considered in the light of the government regulations.

To ensure that the matter can be dealt with promptly please return the form to me, via the main office, **four weeks** before the planned event.

Yours faithfully,

R.S. Wall
Headteacher

L drive/certificates

Request for Leave of Absence under exceptional circumstances

Please complete the details below so that a fair judgement might be supported when deciding whether or not to authorise the absence. This form will be returned to you via your son/daughter who will receive it from his/her Form Tutor.

- *Authorised absences are recorded and reported along with certified illness.*
- *Unauthorised absences are regarded as unacceptable absence and would be interpreted negatively by prospective future employers.*

Name of student:		
Form:		
Date:		
Nature of absence:		
Justification for absence in exceptional circumstances:		
Date of first day of leave of absence:		
Date of return to full time education:		
Total number of school days that will be missed:		
Total number of school days that have been missed due to leave of absence requests already this year (<i>if appropriate</i>):		
Attendance percentage to date (to be completed by the school office)		

Signed: _____ (Parent/Carer)

Leave of absence for _____ days is granted / not granted

Signed: _____ (R S Wall – Headteacher)