



# BERKHAMSTED ASSOCIATION OF SCHOOLS WESTFIELD PRIMARY SCHOOL

Granted	Not Granted
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## Application for Leave of Absence

### What is the purpose of this form?

As a parent or carer you should fill in this form if you are requesting to take your child out of school during term time. The completed form should be returned to the Headteacher at least 3 weeks before the start of the requested absence (except in the case of funerals).

### Will permission be granted and will the absence be authorised?

The Education (Pupil Registration) (England) Regulations 2006, and Amendments 2013, outline the conditions under which leave of absence may be granted. Regulation 7 prohibits a Headteacher from granting leave of absence to a pupil except where there are exceptional circumstances relating to the application.

The Governors, in conjunction with those from other Berkhamsted schools, have agreed the following “special circumstances” which may be authorised by the Headteacher:

- Family/carers trauma or funeral
- Weddings – immediate family members (one day maximum)
- Religious festivals
- Visits to new schools prior to relocation

Schools decide whether or not to authorise leave of absence. Parents or carers should not expect such leave to be granted. Permission will not be given if it is requested after the period of absence has taken place.

**We firmly believe that 100% attendance supports 100% education and would urge you to consider the impact of missed curriculum before requesting time out of school.**

Child’s Name ..... Class .....

Date(s) of absence From ..... To ..... (dates inclusive)

I request leave of absence for the reason shown below:

I have other children at the following school(s): .....

I will/will not (*please delete as applicable*) be requesting leave of absence for these children.

Signed:.....

Date:.....

*To be returned to the parent*

Child’s Name ..... Class .....

Date(s) of absence From ..... To ..... (dates inclusive)

Your request for leave of absence for has been granted/not been granted.

Signed:.....(Headteacher)

Date:.....

