



# Lady Boswell's C.E. (Aided) Primary School



Co- Headteachers: Mrs Hannah Pullen BA Hons, PGCE and Mrs Sharon Saunders B.Ed Hons (NPQH)

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## Leave of Absence Request Form

PLEASE READ BELOW INFORMATION CAREFULLY

Lady Boswells is committed to the continuous raising of achievement of all our pupils, and good attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. Parents and carers have a legal responsibility to ensure that their children attend school every day that it is open.

Headteachers are not obliged to authorise absences in term time and time off school for family holidays is not a right. The Government introduced a law in September 2013 that Headteachers are no longer able to authorise any annual holiday during term time, except in the below exceptional circumstances:

- For service personnel and other employees who are prevented from taking holidays outside term-time, provided the holiday will have minimal disruption to the pupils education
- When a family needs to spend time together to support each other during or after a crisis

We therefore politely request that you arrange your family holiday in school holiday time rather than term time. Request for absences should be made to the headteacher by completing this form or sending a letter to the Headteacher at least 4 weeks in advance, parents will be notified of the outcome of the requests.

Name of Student: ..... Class: .....

First Date of proposed absence:..... Last Date of proposed absence: .....

Expected date of return to school: .....

Reason for proposed absence (please provide enough detail to enable us to make an informed decision about the absence including evidence if applicable)

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I have read the above information and would like to proceed with this request.

Signed:.....

Date: .....

**For office use only:**

Coding decision: .....

Entered on SIMS  Amount of Sessions: .....

Signed: .....

Position: .....