



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



Co- Headteachers: Mrs Hannah Pullen BA Hons, PGCE(NPQH) 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.

The Department for Education state that there is no scope to authorise a term-time holiday in any circumstances. A term time leave of absence can only be granted in the below unavoidable circumstances:

- For service personnel and other employees who are prevented from taking leave outside term-time, provided the leave 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

Request for absences should be made by completing this form or sending a letter to the co-headteachers at least 4 weeks in advance where possible. Parents and carers 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 ARBOR ☐ Amount of Sessions:

Signed:

Position: