

**Leave of Absence From School**

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| **To be completed by Parent/Carer/Guardian (one form to be completed for each child)** | | | | | | | | |
| Name of Pupil: | |  | | | | | DOB | |
| School: | |  | | | | | Year/Class: | |
| **Your request will be considered by the Executive Headteacher, Head of School and Attendance Panel. Please note all requests will be judged on an individual basis. We reserve the right to request additional information if required. But any leave of absence can only be approved in exceptional circumstances.**  **Requests should be made as soon as possible and at least 4 weeks before the proposed absence unless this is impossible due to the particular circumstance** | | | | | | | | |
| Dates for requested leave of absence: From ……………………… To …………………………  Number of days that have been requested: ………………………………………………………… | | | | | | | | |
| Please give brief reasons for your request for the leave of absence.  Parent(s) Name: ………………………………………………………………………………………….  Address: ……………………………………………………………………………………………………  Is there any other parent living at this address? Yes\*/No \*If yes Name: …………………………….  Signature(s)…………………………………………………………………Date…………………………  Name and address of any **non-resident** parent ………………………………..................................................  …………………………………………………………………………………………………………………………… | | | | | | | | |
| |  |  | | --- | --- | | Is there a sibling at another school within The De Curci Trust? If yes, please complete: | | | Sibling Name(s) | | | School(s) | Year/Class | | | | | | | | | |
| **To be completed by School** | | | | | | | | |
| Date received by school:…………… %Attendance current year:………… %Attendance last year ….….…..  Leave already taken this academic year (dates and codes)…………………………………………….………..  Leave taken last academic year (dates and codes)……………………………………………….……………….  Your request for leave of absence ***has/has not*** been approved for the following reason(s):    Executive Headteacher/Head of School Signature: ……………………………………Date: ……………… | | | | | | | | |
| The code placed in the register will be:  (please circle relevant code) | **C**  Performance  (licence required)  /Exceptional circumstances | | **G**  Unauthorised Leave of absence | **H**  Authorised Leave of absence | **O**  Unauthorised  (other reason) | **P**  Approved sporting activity | | **R**  Religious observance |