



REQUEST TO TAKE A CHILD OUT OF SCHOOL DURING TERM TIME

Absence from school can disrupt your child’s continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less well prepared for lessons upon their return. The Department for Education says ‘headteachers may not grant any leave of absence during term time unless exceptional circumstance’.

Each request will be considered on an individual basis.

I would like to take my son/daughter _____ out of school
from _____ to _____

Please provide the school with a reason for the request:

Signed: _____ (Parent/Guardian)

Relationship to Child: _____

Authorised/non-authorised by: _____ (Head Teacher) Date: _____

Dear Parent/Guardian,

Re: _____ (Child’s Name)

Current
Attendance data

Further to your request for leave of absence.

Leave of absence authorised between and
Please ensure that your child returns to school promptly following your absence.

Leave of absence refused. Any absence from school between and
will be marked as unauthorised. The child’s attendance data will be monitored which
could result in a Penalty Notice.

Reason for refusal

Signed (Headteacher): _____ Date: _____