

Dorset County Council – Education Committee
Education (Pupil Registration) Amended Regulations Sept 2013

APPLICATION FOR LEAVE OF ABSENCE FROM CHRISTCHURCH INFANT SCHOOL

Please complete the following ...

I request leave of absence for the child(ren) named below.

Name(s) of child(ren) _____ Class _____

Do you have siblings at the Junior School? Yes/No Name(s) _____

Absence from (dates) _____ to _____ No. of days _____

Parents/carers should understand the importance of regular education and requests for absence must only be made when there is no alternative available **AND ONLY FOR EXCEPTIONAL CIRCUMSTANCES**. Therefore some explanatory reasons for the absence **must be given** in the space provided below.

Explanatory Reasons for Leave of Absence Request

(Please note that the school can no longer grant leave of absence for holidays unless there is a significant and exceptional reason)

Signed _____ Date _____

(A parent/carer with whom the pupil usually lives)

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APPLICATION FOR LEAVE OF ABSENCE FROM CHRISTCHURCH INFANT SCHOOL - REPLY

(The Headteacher will complete this section and return to you)

Name(s) of child(ren) _____ Class _____

Your recent request has been APPROVED/NOT APPROVED for the following:

Absence from (dates) _____ to _____ No. of days _____

Signed _____ Date _____

(On behalf of the Governing Body of the School)

Notes:

- Regulation 7 states
“(1A) Leave of absence shall not be granted unless –
(a) an application has been made in advance to the proprietor (ie the Governors) by a parent with whom the pupil normally resides: and
(b) the headteacher “ considers that leave of absence should be granted due to the exceptional circumstances relating to that application”
- This form should be completed by the parent or guardian and submitted to the Headteacher of the child’s school as early as possible before the absence begins. Absence without the Headteacher’s approval will be unauthorised, and therefore illegal.
- If more than one child from the family is to be absent from the same school, only one form need be completed, but each child must be named on the form.
- Parents should not assume that approval will automatically be given, so early application is vital and no arrangements for leave should be made without authorisation.