



Green Lanes Primary School

Request for Leave of Absence during term-time

Important information for parents and carers – please read the reverse side before completing this form.

I have read and understand the guidance information on the reverse side of this form and wish to apply for leave of absence from school for:

<i>Child's full name</i>	<i>Date of birth</i>	<i>Registration class</i>

Details of parent/s requesting the leave of absence:

<i>Parent's name</i>	<i>Contact telephone no.</i>	<i>Relationship to pupil/s</i>

Details of absence

<i>First day of absence</i>	<i>Last day of absence</i>	<i>Expected date of return to school</i>	<i>No. of days requesting leave</i>

Please provide the reason for this request and include supporting evidence.

E.g. of supporting evidence: Copies of flight details (departure and return dates), medical evidence, evidence of religious holiday/ceremonies, copies of invitations etc.

I would like to request the above absence for my child/children. I understand that the school strongly advises against taking unnecessary absence during term time. I understand that a penalty notice may be issued by the Local Authority if this request is denied and my child is absent during this period.

<i>Name of parent/carer requesting leave of absence</i>	<i>Signature</i>	<i>Date</i>

To be completed by the school: ■ ■ ■

Approved/Declined

Headteacher's signature:.....Date:.....

Previous Absence Record:

<i>Child's Name</i>	<i>Previous Leave Requests</i>	<i>No' of days absence</i>	<i>Application Decision</i>

Attendance Last Academic Year %		Current Attendance %	
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Reason for school's decision on this occasion by Headteacher:

Meeting arranged prior to decision:

School Office Attendance Code on this occasion:

IMPORTANT INFORMATION FOR PARENTS/CARERS

As from the 19th August 2024, the Department for Education issued new guidance to schools around absences and holidays taken during the school term. Refer to the ['Working together to improve school attendance'](#) August 2024 (Statutory guidance for maintained schools, academies, independent schools and local authorities). The new guidance advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the Headteacher to determine the length of time the pupil can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely that a leave of absence will be granted for a family holiday – the Government 'does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance'.

Requests for leave must be made in advance, otherwise we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

If you require support with ensuring your child's attendance, please contact us on 01707 262556 or by email admin@greenlanes.herts.sch.uk.