



# St. Andrew's Church of England Primary School

## Leave of Absence Request Form

Full Name(s) of child/ren:	
Name of parent making request:	
Address:	
Dates of requested absence:	
Number of school days absence requested:	
<b>Exceptional circumstance within which the request for absence falls (please tick):</b>	
<input type="checkbox"/>	Attendance as a specific and significant event, e.g. a wedding or funeral of someone close to the family which cannot otherwise be attended without absence from school.
<input type="checkbox"/>	Attendance at a religious or culturally significant event;
<input type="checkbox"/>	Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future which coincides with school holidays;
<input type="checkbox"/>	Where an absence from school is recommended by a health professional as part of a parent of child's rehabilitation from medical or emotional issue;
<input type="checkbox"/>	The death or terminal illness of a person close to the family.
<input type="checkbox"/>	Other exceptional circumstance which potentially fulfils the requirements for a leave of absence.
<b>Please provide any additional information or evidence which supports your application (this may include invitations, letters from employers, leave dates etc):</b>	
Parent/carer signature:	
Date:	

**Please scan/copy and attach any supporting evidence or documentation with this application.**

**OFFICE USE ONLY**

<b>Current attendance of all children included in the application (inc. % authorised and unauthorised absence):</b>	
<b>Number of days leave already granted for children included in the application this academic year and nature of exceptional circumstance in which leave was granted:</b>	
<b>HEADTEACHER REVIEW OF APPLICATION</b>	
<b>Outcome of Application</b>	
	Approved
	Not Approved
	Partially Approved. Number of days authorised:
<b>Reasons for Decision:</b>	
	Application does not meet the exceptional circumstances criteria outlined by the Mid-Trent MAT.
	<p>Application meets the following exceptional circumstances criteria outlined by the Mid-Trent MAT:</p> <ol style="list-style-type: none"> <li>1. Attendance as a specific and significant event, e.g. a wedding or funeral of someone close to the family which cannot otherwise be attended without absence from school.</li> <li>2. Attendance at a religious or culturally significant event;</li> <li>3. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future which coincides with school holidays;</li> <li>4. Where an absence from school is recommended by a health professional as part of a parent of child's rehabilitation from medical or emotional issue;</li> <li>5. The death or terminal illness of a person close to the family.</li> </ol>
	Application potentially meets the criteria for other exceptional circumstance and was discussed and approved/not approved following presentation at Leadership Forum meeting on:
<b>Signed:</b>	(Headteacher)
<b>Date:</b>	
<b>Date Parent/Carer notified of outcome of decision:</b>	