



**SUMMERHILL SCHOOL
LEAVE OF ABSENCE REQUEST**

Name of child/ children who require leave of absence :

Name: _____ Yr Grp _____ House _____

Name: _____ Yr Grp _____ House _____

Name: _____ Yr Grp _____ House _____

Dates of absence :

1st day _____ Last day _____

Total number of school days: _____

Reason for request:

(Please attach any supporting evidence/information and read the guidance overleaf)

Please state whether you have children at other schools:

Name: _____ Age _____ School _____

Name: _____ Age _____ School _____

Signed (Parent/Carer 1) _____ Printed Name _____

Date _____ Relationship to child/young person _____

Signed (Parent/Carer 1) _____ Printed Name _____

Date _____ Relationship to child/young person _____



Guidance – Leave in Term Time

In exceptional circumstances, when leave of absence is granted, the Headteacher will determine the number of school days a child or young person can be away from school.

Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made at least 15 school days in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Headteacher cannot retrospectively authorise a planned absence.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Overlap with the beginning or end of a term or a half term

In deciding whether to allow parents/carers to take children out of school in term time, the Headteacher will consider factors such as:

- Purpose of absence
- Circumstances of the request
- Amount of time requested
- Nearness of examinations or tests
- Overall attendance record
- Any previous term time holiday absences

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not take children away in school time.

There is no entitlement in law to time off school during term time to go on holiday.

Support and guidance on attendance is always available if you have any questions about this, or if you need to help to achieve an improvement, then please contact the school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Headteachers cannot retrospectively authorise absence from school under any circumstance.