KESTON PRIMARY SCHOOL
LONDON BOROUGH OF CROYDON

Request for Leave of Absence for exceptional circumstances during term time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

School Attendance (Pupil Regulations) (England) Regulations 2024

- Leave of Absence in exceptional circumstances is authorised at the discretion of the Headteacher. (*This is not an automatic right of parents/guardians*.)

- You should not normally take your child(ren) on a leave of absence during the school term.

- Please do not book your leave of absence until authority is given.

- Each request for leave of absence will be considered individually, taking into account the circumstances of the request and any supporting evidence provided.

- If the absence is approved by the Headteacher you will be advised as to how many days the Headteacher has approved for your child's absence.

- If the school does not agree the absence and you take the leave without permission, or your child is absent for more than the agreed number of days the absence will be unauthorised.

- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine/prosecution.

In order for your application for absence to be considered, please complete below:

Name of Child/ren:	
Year and Class/es	
Home Address	

Dates of absence:	From:		To:		Total Number of Days Out	

Reason for request (additional evidence may be required)	
Signed: Parent/Guardian:	
Email Address:		**Mobile Number:**	
Date form submitted:	

For School Office Use Only: (Form to be submitted to Senior Leader responsible to pupil attendance)

Current Attendance	
Previous leave of absence requested/taken in last 2 years	
Nature of exceptional circumstances and evidence provided	
Agreement Given:	
Number of days granted (if any)	
Signature:	
Date:	