



**LEAVE OF ABSENCE FROM SCHOOL \* 2025 - 2026**

**To be completed by Parent/Carer/Guardian**  
(one form to be completed for each child)

Name of Pupil:		DOB	
School:	<b>COURT LANE INFANT SCHOOL</b>		Year: Class:

Your request will be considered by the Headteacher. Please note all requests will be judged on an individual basis but any leave of absence can only be approved in exceptional circumstances. The Headteacher reserves the right to change their decision if circumstances change prior to the time out of school.

Leave dates requested			Number of leave days requested	
From		To		

Do you have any children in other schools:.....

**Please ensure you read the Form Guidance overleaf before completing this form**

**Destination:** .....  
Please give brief reasons for your request for the leave of absence and provide relevant evidence.

Parent Name		Parent Name	
Address			
Signature		Date	
Name and address of any <b>non-resident</b> parent			

**To be completed by School**

Date request received		Is the leave of absence approved?	<b>YES / NO</b>
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Your request for leave of absence **has / has not\*** been approved for the following reason(s):  
**Please see attached letter\*** (\*delete as appropriate)

Headteachers' signature	
Date school refusal letter(s) were sent to parent(s)	

Code that will be placed in the register:	<b>C</b>	<b>C1</b>	<b>G</b>	<b>O</b>	<b>P</b>	<b>R</b>
	Exceptional circumstances	Performance (license required)	Unauthorised Leave of absence	Unauthorised (other)	Approved sporting activity	Religious observance



## **Leave of Absence Form guidance**

When completing this form it is important to ensure that all required information is included as decisions are made on what has been supplied to the school.

You will need to provide confirmation of where your child is during this period:

- For passports or visas, confirmation of appointment time and date at the embassy
- For sporting tournaments, performances etc, confirmation that your child has been selected along with details of the venue and event
- For a holiday request, even though this is unlikely to be authorised, booking confirmation which details the date of booking and dates of travel
- Items for special consideration must be included at the time of application

The following paragraphs are from the Department for Education's most recent guidance, "Working together to improve school attendance"

*The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.*

*Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.*

*Generally, the DfE 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.*

Exceptional circumstances are rare, unavoidable and short.

Holidays are always avoidable and will therefore not be authorised. The term 'holiday' can also be applied to any event that is able to be scheduled on a non-school day. This includes (but is not limited to) marking family events such as birthdays, memorials, trips that have been booked by other people. Should you choose to take your child out of school for unauthorised leave work will not be set for them.

Please note that any absence on the days immediately before or after this holiday period will only be recorded as authorised if we receive the appropriate medical evidence - an appointment card, note from the medical practitioner's reception, copy of a prescription, copy of any medication given etc. Please note we do not require a medical certificate.

Applications are reviewed once a week and should be made as far in advance as possible.