



KATHERINE WARRINGTON SCHOOL

Request for leave of absence

As a parent/guardian you are strongly urged to avoid taking students out of school during term time. If it is absolutely unavoidable, you should complete this form and return it to the Attendance Officer.

If this request relates to the attendance at a funeral; in order to support your child in school following the loss, it is helpful to state what relationship your child had to that person

Amendments to the Education (Pupil Registration) (England) (Amendment) Regulation 2013 came into force on 1st September 2013. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In addition Headteachers no longer have the discretion to allow up to 10 days in a school year for a family holiday or to agree to extended leave for parents to visit their Country of origin.

If there are exceptional circumstances behind your request you should give a detailed explanation as to why it is necessary for you to take your child out of school. If it is felt it would be detrimental to your child's educational progress then leave will not be granted. Leave will not be granted if it coincides with the period of public examinations.

If your child is absent from school because of a request for leave of absence which has not been agreed, this will be classified as unauthorised absence and this may lead to the Penalty Notice process or legal action considered by the Attendance Team at Hertfordshire County Council.

By taking family holidays during the designated holiday periods, you will be supporting your child's full school attendance, learning and development.

I request that
(name of child) (form)
(address)

.....
be granted leave of absence from Katherine Warrington School.
Dates (from) (to)
Reason for absence

.....
If this request is to attend a funeral - Relationship to person.....
(Name) (Signature of Parent/ Guardian)
Date