



LEAVE OF ABSENCE – APPLICATION FORM

*Full school attendance is vital for your child’s educational progress. Rauceby Church of England Primary School (Academy) expects all parents/guardians to ensure their children attend school whenever possible. **Absence during term time will only be granted in exceptional circumstances.** If you feel your circumstances are exceptional please complete and return this form to the school **before making any travel arrangements.** Absences may only be authorised at the discretion of the school. The Headteacher may refer your application to the Admissions and Attendance Committee of the Governing Body and they may also wish to meet with you to discuss the exact circumstances of your application.*

Please complete this form and return it to the school AT LEAST SIX WEEKS before the proposed date of leave of absence. (A separate application must be completed for each child)

Child’s full name		Date of birth	Class
Address:			
Period of absence: days		From:	To:
Please explain the exceptional circumstances of the proposed leave.			
Do you have children in other local schools? If so please name them and the schools which they attend.	Name		School
	Name		School
	Name		School
	Name		School
Name:	Relationship to child		
Signed:	Date:		

Information for Parents/Carers:

- Request for the leave should be submitted to the school no less than 6 weeks prior to the start of the leave by the parent/carer with whom the child normally lives.
- Please be aware that school cannot guarantee that any teacher will be able to spend time with a child to catch up with any work missed during unauthorised absence. Please note that asking for extra work to complete during any period of unauthorised absence may not be appropriate as a child may have missed the initial teaching.

For school use:

Does this request meet 'special circumstances' criteria?		Timetable checked?	
Class teacher/Form tutor consulted?		Previous holiday checked?	
Current attendance %		Interview offered to parent/carer?	
If interview offered – date of interview			
Referred to attendance committee			
Request for leave of absence authorised?			
Signature			Date