

**Edison Primary School**  
**Request for leave of absence during term time**



Parents do not have the right to take their children out of school during term-time. By law you must request permission from the headteacher for your child to miss school for any reason.

This form must be completed for any form of absence (with the exception of medical and dental appointments) and it should be submitted for authorisation at least 10 school days before the proposed absence.

Non-urgent medical and dental appointments should be made outside school hours. Where this is not possible, a letter should be written to the class teacher explaining the reason for absence and giving as much notice as possible.

Please see overleaf for more detailed information

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I/we request of the Headteacher that leave of absence be granted to:

Child's name: ..... Class: .....

From: ..... To: .....

For (give reason)

.....  
.....  
.....  
.....

If for holiday, please state why the holiday needs to be taken during term time

.....  
.....  
.....  
.....

Signed: .....(Parent/Carer) Date: .....

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**Return to Parent**

Child's name ..... Class: .....

The period of absence from ..... to ..... has/has not been agreed  
and will be treated on the child's record as      Authorised      Unauthorised

Signed: ..... Headteacher Date: .....

## **ABSENCE/ATTENDANCE**

Regular and consistent attendance at school is essential. Absence and lateness inevitably cause distress to the child and inconvenience to the staff.

### **Unauthorised Absence**

The following requests for absence will not be authorised:

- \* Holiday requests during term-time will not be authorised, unless there are exceptional circumstances;
- \* Absence requests for a child's birthday, 'family reasons', to 'beat the rush hour', 'parents' work commitments' will not be authorised;
- \* Any absence at the start of the school term and particularly in September, where the start of the year is so formative, will not be authorised;
- .
- \* Permission will not be granted for any absence during formal assessment periods or in the run up to Statutory Assessments.

### **Authorised Absence**

Absence will continue to be authorised for the following reasons:

- \* Medical and dental appointments, although non-urgent appointments should be scheduled outside school hours where possible
- \* Illness
- \* Exams – Dance, Music etc...
- \* Bereavement
- \* Religious Observance

The above statements are not exhaustive and it is recognised that there will be times when compelling and exceptional reasons will mean absence from school.

Schools have a duty to inform the Local Authority if any pupil has 10 days or more unauthorised absence from school. Should overall attendance drop below 85% for whatever reason this will also trigger an investigation from the Education Welfare Service. If attendance does not improve, legal proceedings may be considered by the Local Authority in accordance with Government Legislation.