HAGUE BAR
PRIMARY SCHOOL
Part of True Learning Partnership

APPLICATION BY PARENTS/CARERS FOR A CHILD'S LEAVE OF ABSENCE FROM SCHOOL DUE TO EXCEPTIONAL CIRCUMSTANCES

Please read and consider the following information before completing your request. A copy of the School Attendance policy is available on our school website.

The Head of School will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.

The Head of School will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as

- Family members bereavement, crisis or serious illness
- Funeral of an immediate family member
- Children of service personnel about to go on deployment
- One day absence for a wedding of an immediate family member, provided an invitation has been submitted as evidence
- Medical appointment for a morning or afternoon appointment that is not able to be made outside of school hours. i.e. hospital

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Please complete the form below and return to school as soon as possible.

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Dear Miss Moss

I/we wish to apply for our child/children to be absent from school due to exceptional circumstances.

Name of child_____

Year Group(s) _____

Name(s) and address(es) of parent(s) with parental responsibility

Parent 1 _____

_____

_____

_____

_____

Parent 2 _____

_____

_____

_____

_____

Date from _____ to_____

Total number of days requested _____

Please supply in as much detail as possible and with the appropriate evidence, the reason why you think this is an exceptional circumstance.

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Signed _____ Date_____