



# Cluster of Gell Schools

## Request for leave of absence from school



Please note that schools must use the DfE Statutory Guidance "[Working Together to Improve School Attendance](#)" (August 2024) when considering Leave of Absence requests. The regulations state that "All schools are expected to restrict leaves of absence to... specific circumstances: Taking part in a regulated performance or employment, Attending an interview, Study leave, A temporary, time-limited part-time timetable or Exceptional circumstances."



**Exceptional circumstances** are only granted at the school's discretion and must be requested in advance by a parent who the pupil normally lives with. COGS schools use the following factors when considering if a request is exceptional:

- **Could this leave reasonably be taken at another time?**
- **Will the leave unduly affect the child's education and progress?**
- **That the DfE does not consider the need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.**



Please note that schools must consider whether a penalty notice is appropriate when a pupil reaches the national threshold. The threshold is 10 sessions (5 school days) of unauthorised absence within a 10 (school) week rolling period (including non-consecutive sessions).



Name of Pupil \_\_\_\_\_



Class/tutor group \_\_\_\_\_ Year \_\_\_\_\_



Siblings also requesting leave from another school Yes / No

School sibling attends \_\_\_\_\_



Address of student \_\_\_\_\_



Leave requested from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

Reason for request for leave during term time \_\_\_\_\_



Name of Parent/Carer \_\_\_\_\_



Signature \_\_\_\_\_ Date \_\_\_\_\_



**For school use only:**

Current attendance \_\_\_% Last year's attendance (if applicable) \_\_\_% Student on track (progress)? Y/N

Known reasons for absence in the last 12mths: \_\_\_\_\_

Sibling school contacted (if applicable) Yes / No / NA



Headteacher's decision:

Authorised Absence  Unauthorised Absence Signed: \_\_\_\_\_



Letter sent to parents on: \_\_\_\_\_