**EXCEPTIONAL LEAVE OF ABSENCE FORM**

**Please read the following information very carefully**

At Desford Community Primary School, we are committed to promoting good attendance as part of our dedication to ensuring quality education provision that gives our pupils the best start in life. Attendance is a key whole school improvement issue: it has a direct relationship with the development, attainment and progress of individuals and groups of pupils and the standards thereby achieved by the school. Please note:

* **ALL leave of absence requests will be unauthorised** unless the circumstances are exceptional.
* A family holiday may only be granted if it falls into the category of exceptional circumstances.
* *It* is an offence for a Local Authority maintained school to authorise a leave of absence to a pupil except where the school considers that there are exceptional circumstances relating to the application.
* Exceptional circumstances include: illness and medical/dental appointments, family emergencies or bereavement, religious observance and Traveller pupils travelling for occupational purposes).
* You may be asked to provide information to support your request for an exceptional leave of absence
* Any parent who disregards the school’s decision to decline their request for leave of absence places themselves at risk of being issued with a penalty notice from the local authority.

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| **I am applying for a leave of absence for my child (additional children on reverse):** |
| **Name of child 1:** |  | **Date of** **application:** |  |
|  **Medical/Dental**  | **Family Emergency/bereavement** |  **Religious Observance** | **Other** |
| **Please specify reason for absence:** |
| **Date(s) of absence** | **From:** | **To:** |
| **Total number of school days or part days:** |  |

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| **SCHOOL RESPONSE** |
| Your child’s current attendance is | **%** |
| Current school average at the time of this application | **%** |
| Exceptional Leave of Absence Application(please circle the decision) | **AUTHORISED** **UNAUTHORISED** |
| **Pupil absence records (authorised and unauthorised) are reported to Leicestershire County Council who have the authority to consider issuing Fixed Penalty Notices for persistent or unauthorised pupil absence. A pupil with 10% or more absence (90% or less attendance) is defined by the Department For Education (DFE) as persistently absent (PA).** |

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| **SCHOOL RESPONSE – Additional Children** |

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| **Name of child 2:** |  |
| Your child’s current attendance is | **%** |
| Current school average at the time of this application | **%** |
| Exceptional Leave of Absence Application(please circle the decision) | **AUTHORISED** **UNAUTHORISED** |

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| **Name of child 3:** |  |
| Your child’s current attendance is | **%** |
| Current school average at the time of this application | **%** |
| Exceptional Leave of Absence Application(please circle the decision) | **AUTHORISED** **UNAUTHORISED** |

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| **Name of child 4:** |  |
| Your child’s current attendance is | **%** |
| Current school average at the time of this application | **%** |
| Exceptional Leave of Absence Application(please circle the decision) | **AUTHORISED** **UNAUTHORISED** |

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| **Name of child 5:** |  |
| Your child’s current attendance is | **%** |
| Current school average at the time of this application | **%** |
| Exceptional Leave of Absence Application(please circle the decision) | **AUTHORISED** **UNAUTHORISED** |