



**ST AMBROSE CATHOLIC PRIMARY SCHOOL
APPLICATION FOR PLANNED LEAVE OF ABSENCE DURING TERM TIME**

Guidance from Working together to improve school attendance (August 2024)

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see Code C1)
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Leave of Absence Request	
Name of Child/ren	
Year group/s	
First day of absence	
Last day of absence	
Total number of school days absent (excluding weekends)	
I request to apply for my child/ren to be absent from school during term time because:	
Name of parent/carer	
Signature	
Date	
SCHOOL USE: APPLICATION FOR LEAVE OF ABSENCE FROM ST AMBROSE CATHOLIC PRIMARY SCHOOL	
Child's current percentage of attendance	%
Previous term time absence already taken including illness and appointments	days
Request for leave of absence for the dates specified	Authorised/Unauthorised
Signed	
Date	