



**Before completing this form, please ensure you understand the school's policy for term time leave (see over)**

Name of Child:			
Date of Birth:		Form:	
Address			
Name of Sibling:		Date of Birth:	
School:			
Name of Sibling:		Date of Birth:	
School:			
Name of Sibling:		Date of Birth:	
School:			
Name of parent / carer 1:		Date of Birth:	
Name of parent / carer 2:		Date of Birth:	

<b>Dates of leave:</b>	From:		To:	
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Notifications for leave of absence will only be authorised by the headteacher if the reason is considered to be an exceptional circumstance (see over for details).

Reason for leave:

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Do you consider there to be exceptional circumstances?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Please attach additional information / evidence to support your circumstances.
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**Where will you be staying during the leave period? Please provide the full address and emergency contact details, at least one of which must be in the UK.**

Address where staying	
Additional emergency contact (required)	
Additional emergency contact (if needed)	



## Declaration

- I confirm that the information on this form is true.
- I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on to due date.
- I am aware that if my child does not return to school by the date provided that they are at risk of losing their place at this school.
- I am aware that I may be fined and / or prosecuted for any time which my child is absent from school that has not been authorised by the Head teacher.

Signed by parent / carer	
Print Name	
Relationship to child	
Date	

## Extract from Bradfield School Attendance Policy – full policy on the school website under policies and key information

### 6. TERM TIME LEAVE AND EXCEPTIONAL TERM TIME LEAVE

#### 6.1 The school's response to requests for leave during term time:

Following Government guidelines introduced in September 2013 no leave of absence can be authorised by school for holiday during term time. School expects all holidays to be arranged out of term time. Parents do not have an automatic right to remove their child from school during term time. Where there are exceptional circumstances, school may authorise leave during term time and will consider each request on its own merits.

Any requests for leave during term time should be made using the Leave of Absence request form. This is available from school and is downloadable from our school website under About Us / Parent Information / Downloadable forms. The request should be submitted at least two weeks in advance of the intended leave.

The actual date that the child will return to school should always be provided by the parent/carer. School will inform parents in writing advising whether the leave is authorised or unauthorised, clearly stating why a decision has been taken. Parents/carers should contact school if any delays occur. Failure to return to school on the expected day after leave may result in a student being taken off roll at Bradfield School and they will then need to reapply for a place.

#### 6.2 Leave for Religious Observance

Bradfield School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

Leave may be granted for any day of religious observance if recognised by the parents'/carers' religious body. Parents/carers are requested wherever possible to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than two days be designated for any individual occasion of religious observance/festival and no more than a maximum of three days in total in any academic year.

#### 6.3 Exceptional Leave

This will rarely be granted and is at the Headteacher's discretion with no right of appeal. The LA guidance on Exceptional Leave is available here to read in conjunction with this policy. Exceptional Leave may be considered in circumstances such as, but not limited to:

- One day for the wedding of a close relative
- Where a medical practitioner or support worker confirms in writing that a holiday would provide respite to a student / member of the family in extreme circumstances
- Where an employer confirms in writing that parents in the public sector services such as nurses or A+E doctors or in the fire brigade are unable to take holidays during any school holidays

<b>FOR SCHOOL USE ONLY</b>	Date received:		
Considered by headteacher	Yes <input type="checkbox"/> No <input type="checkbox"/>	Discussed with parent	Yes <input type="checkbox"/> No <input type="checkbox"/> Date:
Number of days authorised		Number of days unauthorised	
Date decision letter sent to parents:		Headteacher signature	