



St John Fisher Catholic Primary School



Leave of Absence Form

LONDON BOROUGH OF MERTON **Request for Leave of Absence for** **exceptional circumstances during Term Time**

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

School Attendance (Pupil Regulations) (England) Regulations 2024

- **Leave of Absence in exceptional circumstances is authorised at the discretion of the Head teacher.** (This is **not** an automatic right of parents/guardians)
- You should not normally take your child(ren) on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- Each request for leave of absence will be considered individually, taking into account the circumstances of the request and any supporting evidence provided.
- If the absence is approved by the Headteacher you will be advised as to how many days the Headteacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days, the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine/prosecution

For School Office Use Only:

Pupil's name:	Date form received:
Certificate of attendance (2yrs) attached YES / NO	Has evidence been provided YES / NO
Number of days granted (if any)	Copy of actioned request in pupil's file YES / NO

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In order for your application for absence to be considered, please complete below:

Name(s) of Child(ren) _____

Year Grp(s) _____

Home address:

Dates of absence: From: _____ To: _____

Reason for request (please provide any additional evidence (if not provided it may be requested))

Who is travelling? _____

Email address _____ Mobile phone number _____

Signed: Parent/Guardian _____ Date form submitted: _____

For internal use only

The above request for leave of absence in term time for _____
has / has not been authorised.

If authorised your child/ren should return to school on _____

Comment _____

Signed _____ Ms J Kenna, Headteacher

Date _____