

# Ranelagh School – Request for Leave of Absence Form



## PLEASE REFER TO THE SCHOOL’S ATTENDANCE POLICY

Please use this form to seek permission to take a student out of school during term time. You are required under the Education Act (1996) to ensure your child attends school regularly. Amendments to the 2006 Regulations in Education (Pupil Registration) came into force in September 2013. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Ranelagh School, the Local Authority and the Government all believe that absence during term time should be avoided as they can have a damaging effect on a student’s education and overall achievement. Before completing this application we would advise that you consider very seriously how the absence will affect your child’s education. National statistics show 10 days of absence in any academic year will have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence.

If taking your son/daughter out of school is unavoidable, it is **IMPERATIVE** that they make every effort to catch up with missed work on their return. **THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY LOSS OF LEARNING OR PROGRESS RESULTING FROM A TERM TIME ABSENCE.**

Student name		Date of Birth		Form	
Home address					
Date(s) of absence for which permission is sought					
Total number of days of absence					
Exceptional reason for absence (please use separate sheet if necessary)					
Siblings at other schools					
Name	Date of Birth		School attended		
Name of parent (with whom child normally resides)					
Contact telephone number			Email address		
Signature of parent					

### For school use

Date request for leave of absence form received		
Student’s percentage attendance to date	%	
Permission for leave of absence is granted	YES	NO
Date considered by Head of Year	Signature	
Date considered by Headteacher or Assistant Headteacher	Signature	
Date form returned to parent [within 10 school days]		