

St Mark's Academy

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 Head Teacher, you will be advised as to how many days the Head teacher 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.
- Parents/Carers wishing to apply for leave of absence will need to complete the application form on our website [in advance](#) and before making any travel arrangements.
- On receipt of an application for leave of absence on the appropriate form together with any supporting documentation consideration will be given to the circumstance.
- A letter outlining the decision of the school will be sent to you via email within 7 days.
- Please ensure you provide an email address to ensure the outcome is received.

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

Name(s) of Child(ren).....

Form/Year-----

Home address:

.....
.....

Dates of absence: From..... To.....

Reason for request **(additional evidence may be required)**

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Who is travelling?

Signed: Parent/Guardian

Email address:

Mobile phone number:

Date form submitted:

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:

.....

Signed..... Headteacher/Principal.....

School Data Checklist:

For School Office Use Only

Pupil's name and tutor group	
Previous leave of absence requested/taken (last 2 years)	
Nature of exceptional circumstances and evidence provided	
No of days granted (if any)	