



## Guidelines for Leave of Absence Form



The Forest  
School

Parents/carers must state why they consider it essential for them to take their son out of school as absence from learning has been proven to adversely impact upon a pupil's academic progress.

Schools cannot authorise absence except in unavoidable and exceptional circumstances. Examples of this would be:-

- Funeral
- Religious observation on days **officially** set apart by the religious body to which the parents/pupil belong
- Close family weddings eg. siblings/parents
- Dental and Medical appointments that cannot be arranged outside the school day
- Music / dance exams
- Educational / Interview visits to other schools
- Compassionate leave – specific reasons to be advised to the school

Genuine illness will be authorised, although the school reserves the right to ask for confirmation from a medical professional if a pupil's absences are above the amount expected for a usually healthy child. Unacceptable reasons for absence will be classed as unauthorised.

**There is no legal entitlement to holidays during term time. Holiday during term time will automatically be classed as unauthorised absence and after 5 days, a Fixed Penalty Notice may be issued.**

### **THE FOREST SCHOOL:-**

- wants to provide an outstanding education to all its pupils
- wants to maintain a whole school attendance rate of 95% or above

### **OUR PARENTS/CARERS**

- who support their child's schooling and ensure their attendance is 95% or over, provide the best support for their child and their future

**Please return this form at least 5 days prior to the desired period of absence. You will be informed by email whether your request has been authorised or not.**



# THE FOREST SCHOOL



## LEAVE OF ABSENCE DURING TERM TIME

Name of Pupil: \_\_\_\_\_ Year: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Dates requested from: \_\_\_\_\_ to: \_\_\_\_\_ (inclusive)

This is a total of \_\_\_\_\_ school days. Proposed date of return to school: \_\_\_\_\_

Reason for seeking absence during school time (**please tick**) :

<b>Reason</b>	<b>Please tick one box</b>
<b>Funeral</b> – please specify relationship to pupil:	
<b>Religious observation</b> - please give details of Religion and type of observation:	
<b>Compassionate leave</b> – please give specific details:	
<b>Family wedding</b> – specify family member & relationship to pupil:	
<b>Medical appointments</b> which cannot be made outside the school day. Please give details – ( <i>supporting documents from medical practitioner where possible</i> )	
<b>Music / Dance Exam</b> – please give details	
<b>Educational visit to another school</b> – please specify school/college	
<b>Exceptional leave of absence</b> – please give as many specific details as possible	
<b>Family holiday</b> - please give as many specific details as possible	

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Absence not authorised by the school will be recorded as 'unauthorised'. You will be informed by email of the decision.

### **ATTENDANCE CHECK: SCHOOL USE ONLY**

Previous number of days authorised absence	
Email sent - Date	
Number of days authorised	
Number of days unauthorised	