

APPENDIX B

THE CHILDREN FIRST LEARNING PARTNERSHIP Leave of Absence Request Form

Important Information for Parents and Carers

Regular school attendance is essential for children's achievement, wellbeing and future success.

Please note:

- Parents do not have an automatic right to take children out of school during term time.
- Leave of absence may only be granted in exceptional circumstances.
- Requests must be submitted before any absence takes place.
- Supporting evidence may be requested.
- Travel or accommodation should not be booked until written confirmation has been received from the school.
- Unauthorised absence may result in a Penalty Notice being issued in accordance with Local Authority procedures.

SECTION 1: CHILD DETAILS

Child Information	Details
School	
Child's Full Name	
Date of Birth	
Year Group / Class	

SECTION 2: PARENT/CARER DETAILS

Parent/Carer 1

Information	Details
Name	
Relationship to Child	
Telephone Number	
Email Address	
Parental Responsibility	☐ Yes ☐ No

Parent/Carer 2 (if applicable)

Information	Details
Name	
Relationship to Child	
Telephone Number	
Email Address	
Parental Responsibility	☐ Yes ☐ No

SECTION 3: DETAILS OF LEAVE REQUESTED

Information	Details
First Day of Absence	
Date Returning to School	
Number of School Days Requested	
Destination (if travelling)	

SECTION 4: REASON FOR REQUEST

Please explain why your child needs to be absent and why the absence cannot take place during school holidays.

SECTION 5: SUPPORTING EVIDENCE

Please tick any documents attached:

- ☐ Medical appointment letter
- ☐ Hospital appointment letter
- ☐ Funeral information/documentation
- ☐ Employer letter
- ☐ Court documentation
- ☐ Armed Forces documentation
- ☐ Social Care documentation
- ☐ Other professional evidence
- ☐ Other (please specify): _____

Details:

SECTION 6: TRAVEL INFORMATION

(Complete only if travelling)

Information	Details
Will the pupil travel outside the UK?	☐ Yes ☐ No
Country/Countries	
Address During Travel	
Contact Telephone Number While Away	
Name(s) of Adults Travelling with the Child	
Emergency Contact Name	
Emergency Contact Telephone Number	

Will the child be travelling with all people who hold parental responsibility?

☐ Yes

☐ No

If No, please provide details:

SECTION 7: PARENT/CARER DECLARATION

I confirm that:

- The information provided is accurate.
- I understand there is no automatic entitlement to leave during term time.
- I understand that leave can only be authorised in exceptional circumstances.
- I understand that unauthorised absence may result in a Penalty Notice.
- I understand that any travel arrangements made before a decision is received are undertaken at my own risk.

Declaration	
Parent/Carer 1 Name	
Signature	
Date	
Parent/Carer 2 Name	
Signature	
Date	

SCHOOL USE ONLY

Stage 1: Attendance Review

Attendance Information	Details
Current Attendance %	
Persistent Absence (Below 90%)	☐ Yes ☐ No
Severe Absence (Below 50%)	☐ Yes ☐ No
Previous Leave Requests	
Attendance Concerns Identified	☐ Yes ☐ No

Attendance Summary

Recommendation

☐ Authorise

☐ Do Not Authorise

Attendance Officer	
Name	
Signature	
Date	

Stage 2: Safeguarding Review

Checks Completed

- No Safeguarding Concerns Identified
- Early Help / Family Help Involvement
- Social Worker involvement
- Child in Need
- Child Protection Plan
- DSL Consultation Required
- Other Concern

Comments

DSL Review	
DSL Name	
Signature	
Date	

Stage 3: Headteacher Decision

Decision

☐ Leave Approved

☐ Leave Not Approved

Reason for Decision

Decision Information	Details
Attendance Code Applied	
Headteacher Name	
Signature	
Decision Date	

Stage 4: Outcome Communicated to Parent

Communication Record	Details
Date Communicated	
Method	☐ Letter ☐ Email ☐ Telephone ☐ Meeting
Staff Member	

Data Protection Notice

The Children First Learning Partnership processes personal information in accordance with UK data protection legislation. Information collected through this form will be used for attendance management, safeguarding and statutory duties and may be shared with the Local Authority where appropriate.