

**Clifton** (Main Office and Junior Site):  
Worrall Road, Clifton, Bristol, UK BS8 2UH  
Tel: 0117 903 0251

**Redland** (Infant Site):  
Lower Redland Road, Redland, Bristol, UK BS6 6SU  
Tel: 0117 353 2090

## Request for Leave of Absence for a School Pupil

It is not a parental right to take children out of school. Children miss important work in school which is not repeated.

Children's achievement is directly related to their attendance record, and all schools are required to monitor and report on both to the LA on an annual and half termly basis.

All requests for leave of absence will be treated on a case-by-case basis. The factors that we shall take into account will be:

- Timing within the term
- Age of pupil
- The pupil's attendance record
- Proximity of SATs
- Length & purpose of proposed leave
- Pupil's ability of catch up
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Frequency of the activity; and
- When the request was made

Please submit the first section of the form below with as much information as possible and we will contact you if necessary.

✂-----

**This section to be completed by the Parent/Guardian**

Would you please give permission for \_\_\_\_\_ in class \_\_\_\_\_  
to have a leave of absence from \_\_\_\_\_ to \_\_\_\_\_ (inclusive)

Reason
--------

Signature of Parent /Guardian \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the Headteacher not less than 2 weeks before you wish to take your child out of school.

Approved  Not approved  Penalty

✂-----

**This section to be completed by the Headteacher and returned to parent/guardian**

To the Parent / Guardian of \_\_\_\_\_ Class \_\_\_\_\_

Permission has been given/not given for you to take your child out of school for a leave of absence. If permission has not been given you may run the risk of receiving a penalty notice.

From \_\_\_\_\_ To \_\_\_\_\_

Signed \_\_\_\_\_

Mr Justin Hoye – Headteacher