



RUTLISH SCHOOL

Watery Lane, Merton, SW20 9AD

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Student Absence: 020 8540 3134

E-mail: administration@rutlish.merton.sch.uk

Headteacher: Ms L. Howarth

REQUEST FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

It is not advisable to take your son(s) 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.

The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013:

**Leave of absence in exceptional circumstances is authorised at the discretion of the Headteacher (this is not an automatic right of parents/carers)
You should not normally take your son(s) on a leave of absence during the school term.**

- Each request for leave of absence will be considered individually, taking into account: the circumstances for the request, the supporting evidence provided and the overall attendance of your son, your son's stage of education and progress and where appropriate both internal and external examinations and assessments.
- Please do not book your leave of absence until authority is given.
- If the absence is approved by the Headteacher you will be advised as to how many days the Headteacher has approved for your son's absence.
- If the school does not agree the absence and you take leave of absence without permission or your son 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 also lead to your son(s) being referred to the Education Welfare Service and the possibility of a statutory action and a fine.

In order for your application to be considered, please complete below:

Student Name: Tutor Group:

Home Address:

DATES OF ABSENCE:

From: to Number of School days:

Reason for Request (additional evidence may be required):

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Signed: Parent/Carer:

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 son(s) should return to school on:

Signed: Designation: Date:

PLEASE RETURN THIS FORM TO THE ATTENDANCE OFFICE

SCHOOL DATA CHECKLIST

For School Office Use Only: to be completed by HoY

Students Name & Tutor Group	
% Attendance Year to Date	
% Attendance Previous Academic Year	
Attainment / Progress	
Previous Leave of Absence requested / taken	
Nature of exceptional circumstances and evidence provided	

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