



## Nash Mills CofE Primary School Application for Pupil Leave of Absence

The 'Working Together to Improve School Attendance' document, published by the Department for Education in August 2024\* states that parents 'have a legal duty to ensure their child attends that school regularly'. There are clear expectations of both schools and parents to ensure that all children attend school as often as possible.

Due to this, **we are unlikely to be able to approve any absence that is not due to illness or for highly exceptional and individual circumstances.** Guidance states that 'Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'

This form should be completed and returned to the school office **at least three weeks prior** to the proposed period of absence.

PART 1 – Parents to complete			
<b>Pupil Name(s) and Class(es)</b>			
<b>Start and end dates of leave requested</b>			
<b>Date due back at school</b>			
<b>Reason for Request</b>			
<b>How is this absence highly exceptional and individual?</b>			
<b>Parent Signature</b>		<b>Date</b>	

PART 2 – School Use			
<b>Has a similar request been made in previous years?</b>	Yes/No	<b>Consent Given</b>	Yes/No
<b>Notes</b> If approved, why is this deemed highly exceptional and individual?			
<b>Head's Signature</b>			

\*Guidance issued under: section 175(4) of the Education Act 2002 (all chapters), sections 19(4A) and 444B(3) of the Education Act 1996 (chapters 2, 4, 5 and 6), section 19(9) of the Anti-Social Behaviour Act 2003 (chapters 1-6), paragraph 7(b) of the Education (Independent School Standards) Regulations 2014 (chapters 1 and 2) and paragraph 3(a) of the Non-Maintained Special Schools (England) Regulations 2015 (chapters 1 and 2).