

St Mark's Academy Leave of Absence Form

LONDON BOROUGH OF MERTON

Request for Leave of Absence for exceptional circumstances during Term Time

It is not advisable to take your child/ren 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.

- **Head teachers may not grant any Leave of Absence during term time unless there are exceptional circumstances.**
- **The length of the any absence authorised will be at the Head teacher's discretion.**
- **The fundamental principles for defining exceptional circumstances are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time.**
- **There is no legal entitlement for time off in School.**
- **Parents/Carers wishing to apply for leave of absence will need to complete an application form (available from the school office) in advance and before making any travel arrangements.**
- **Taking holidays in term time will affect your child (ren) education as much as any other absence and we expect parents to support us by not taking children out during term time.**
- **On receipt of an application for leave of absence on the appropriate form together with any supporting documentation consideration will be given to the circumstance.**
- **A letter outlining the decision of the school will be sent to you within 7 days. Please ensure you provide an email address to ensure the outcome is received.**
- **Leave of absence taken without the authorisation of the school may lead to your child (ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine.**

Principal Hannah Fahey