



Dee Schools' Partnership Formal Application for Leave of Absence

ST WERBURGH'S AND ST COLUMBA'S CATHOLIC PRIMARY SCHOOL

Department of Education Attendance Regulations September 2015

For Office Use Only	
☐	Signed by Head
☐	On Arbor
☐	On Spreadsheet
☐	Ready to File

The amendments to the Education regulations 2006 make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Data on unauthorised and authorised absences is collected by the DfE. Local authorities and schools are obliged to monitor attendance and take action as deemed necessary. If you consider your circumstances to be exceptional please provide these details to the school. Further information can be obtained from www.dfe.gov.uk

Child's name			
Child's class		Child's age	
Absence start date		Return to school date	
Number of school days requested			
Reason for absence (please provide details of any exceptional circumstances)			
Signature of parent/carer		Date	

For school use:

Current attendance		Appointment needed?	
Absence to be coded	☐ Authorised ☐ Unauthorised		
Signed (Head Teacher)		Date	