



LEAVE OF ABSENCE FROM SCHOOL

As you know, pupils of school age must, by law, attend school regularly. If your child is to be away from school you need to **ask us to approve the absence**, which we will do when there is a good reason. You cannot yourself authorise a child's absence. **Please do not ask for leave of absence for a family holiday in term time unless there is a good reason to do so.** If you do have to ask for permission to take your child out of school,

- try not to ask for absence when your child is preparing for or taking examinations and important tests (your class teacher can give you advice on this).
- give us at least two weeks notice that your child is going to be absent.

With reference to the DENI circular number 2012 -18, we are **now only able to authorise leave of absence in exceptional circumstances and for very specific reasons.** All absenteeism is monitored by the SEELB Welfare Officer who visits schools on a regular basis to monitor attendance. We must now ask you to complete the reasons below when requesting any leave of absence from school, including holidays, and we are no longer in a position to authorise leave outside of these reasons. If we do agree to a leave of absence from school, it is very important that your child comes back to school promptly. A pupil's absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the lessons building on that after their return. There is a consequent risk of underachievement, which we, and you, must seek to avoid.

Barry Corrigan

Principal



Application for Leave of Absence during Term Time

I wish to apply for leave of absence to be granted to Name: **Class:**

Dates (from – to): **Number of days:**

This leave of absence is judged to be important to the wellbeing and cohesion of the family as a result of:

Serious or terminal illness **bereavement** **other traumatic event/exceptional**
reason

(Please tick appropriate box)

If you ticked other, please specify reason:

This form must be completed by the parent or guardian and **forwarded to the Principal in time for approval to be considered before the holiday arrangements are finalised.**

Thank you for notifying us of your intention to take your child on holiday.

This request has been **granted / refused.** *(If refused this becomes unauthorised absence.)*

Parent's Signature: **Date:**

Principal's Signature: **Date:**