



EMERGENCY LEAVE OF ABSENCE REQUEST FORM

Planned absence from GEMS FirstPoint School is strongly discouraged and leave of absence will only be authorized in the most exceptional circumstances. Every lesson a student is absent from school will have a negative impact upon their learning and progress. We ask that wherever possible, medical appointments happen outside of school hours. There is no entitlement for parents to request for 'Leave of Absence' for a family holiday. However, there may be times where absence is required in exceptional circumstances e.g. family bereavement, wedding, serious medical issue etc. In such exceptional circumstances, the process for requesting 'Emergency Leave of Absence' is as follows:

1. Parents are to complete this 'Emergency Leave of Absence Request Form' (available from Main Reception) and hand it to the Main Reception desk at least 1 week before the absence.
2. Requests will be considered by our Head of Primary/Head of Secondary depending on the year-group of the pupil.
3. The Head of Primary/Head of Secondary will contact the parent to discuss the request.
4. Permission will only be given for valid reasons such as a serious medical issue or a family bereavement.
5. A student's attendance record will be a factor in considering any request for planned absence.
6. Requesting absence formally in writing does not guarantee it will be authorised. Absence requests may be recorded as 'unauthorised' if there are existing high levels of absence, either sickness or other types of absence, as regular attendance at school is of vital importance.

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Name: _____ Class: _____

First day of absence: _____ Duration of absence: _____

Return to school: _____

Please give a detailed reason for absence request:

Signed _____ (Parent) Date _____

To be completed by Attendance Officer

Current attendance rate of pupil ☐ % Unauthorised absence rate of pupil ☐ %

To be completed by Head of Primary/Head of Secondary

Absence authorised ☐ (tick) Absence unauthorised ☐ (tick)

Original form to be kept on pupil file & copy of form to be sent home.