

Leave of Absence from School Request Form

Student Details		
Name	Tutor Group	
Address:		
Contact Numbers		
Sibling Details (please include all children of compulsory school age)		
Name:	School Year:	School:
Name:	School Year:	School:
I request permission for my child to be absent from school between: -		
Date of First Day of Absence From School:	Date of <u>Return</u> to School:	Total Number of School Days Absent:
<p>Please detail below the reason for your request for absence from school in term time. Any supporting information should be attached to this request. Supporting information might be official notification from an organising body about an event; specific dates of events; a medical appointment letter etc.</p> <p><i>Please read carefully the Additional Information for Parents which is attached.</i></p>		
<p>Date:/...../.....</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>(Parent/Carer):</p> <p style="text-align: center;">(print name)</p> </div> <div style="width: 45%;"> <p>.....</p> <p style="text-align: center;">Signed</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>(Parent/Carer):</p> <p style="text-align: center;">(print name)</p> </div> <div style="width: 45%;"> <p>.....</p> <p style="text-align: center;">Signed</p> </div> </div>		

Leave of Absence from School Request - Additional Information for Parents



Amendments to the **Education (Student Registration) (England) Regulations 2006**, in force from **1st September 2013**, make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

In exceptional circumstances, when leave of absence is granted, the Headteacher will determine the number of school days a child or young person can be away from school.

Parents should not plan for their child to be absent from school without gaining prior agreement. Requests for a planned leave of absence under exceptional circumstances should be made at least 4 weeks in advance of the start date of the requested absence, by completing the Leave of Absence Request Form. The Headteacher cannot retrospectively authorise a planned absence.

In deciding whether to allow parents/carers to take children out of school in term time, the Headteacher will consider factors such as:

- Purpose of absence
- Circumstances of the request
- Amount of time requested
- Nearness of examinations or tests
- Overall attendance record
- Any previous term time holiday absences.

If the absence request is for a sporting event or a performance, the level at which the young person is competing or performing will be considered.

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- A holiday overlap with the beginning or the end of a term or a half term

Taking holidays in term time will affect a child's schooling as much as any other absence and we expect parents to help us by not to take children away in school time.

There is **no** entitlement in law to time off in school time to go on holiday.

The school is duty bound to follow Local Authority attendance procedures whereby a penalty notice (previously called a fixed penalty notice) must be considered by school after 10 sessions, (i.e. a combined total of 5 days, not necessarily consecutive) of unauthorised absence within a rolling 10 school week period. School will unauthorise absence if:

- You do not advise us of the reason for your child's absence.
- If the reason is not sufficient for school to feel able to authorise the absence.
- If, due to already high levels of absence, you have already been notified that further absences will not be authorised without some further evidence of the need for an absence from school.
- In the first instance, the local authority penalty notice is £160 if paid within 28 days, and £80 if paid within 21 days. A second penalty notice issued to the same parent for the same child within a rolling 3 year period will now be charged at £160 with no option for this second offence to be discharged at the lower rate of £80.
- There is a national limit of 2 penalty notices that can be issued to a parent for the same child within a rolling 3 year period, so at the 3rd (or subsequent) offence(s) another tool will have to be considered by school which includes prosecution.

Support and guidance on attendance is always available and if you have any questions about this, or if you need help to achieve an improvement, then please contact the school to discuss this.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from their school first. Head Teachers cannot retrospectively authorise absence from school under any circumstance.