



## Leave of Absence from School Request Form

Student Details		
Name	Tutor Group	
Address:		
Contact Numbers		
<b>Sibling Details</b> (please include all children of compulsory school age)		
Name:	School Year:	School:
Name:	School Year:	School:
<b>I request permission for my child to be absent from school between: -</b>		
Date of First Day of Absence from School	Date of Return to School	Total Number of School Days Absent
<b>Please detail below the reason for your request for absence from school in term time. Any supporting information should be attached to this request. If your request concerns a sporting event please specify the level your child is participating at and include event details such as venue and times. <i>Please read carefully the Additional Information for Parents below.</i></b>		
Signed: (Parent/Carer)		
Full Name:		Date:



## Leave of Absence from School Request - Additional Information for Parents

Amendments to the **Education (Student Registration) (England) Regulations 2006**, in force from **1<sup>st</sup> 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.**

The following will not be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation/travel
- Overlap with the beginning or the end of a term or a half term

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

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

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

### **Penalty Notices**

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the Headteacher has not given permission for or where an explanation has not been provided by the parent. If your child accrues 10 sessions of unauthorised absence you may be liable for a penalty notice (one day's absence equals two sessions and a five day absence is equal to 10 sessions etc).

Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post direct to the home of a parent after possibly just one warning, or in the case of absences without acceptable cause, warnings may not be given. This includes pupils caught on truancy sweeps, persistent late arrival after the close of registration **or unauthorised absence that has not been authorised as an absence from school for exceptional circumstances**. In these cases, the warning is given on the absence request form and detailed within this information leaflet and no written warning will be given. Fines are issued for unauthorised absence of 5 or more days and each school day is divided into 2 registration periods. **For example, if your child is absent for one day this equals 2 sessions and a five day absence is equal to 10 sessions.**

If your request is declined and you still take your child out of school each parent within your household will be issued with a £60 penalty notice for each child you have taken out of school. If a penalty notice remains unpaid after 21 days it will increase to £120. If after 28 days it remains unpaid you may be summonsed to appear before Magistrates to explain why your child has unauthorised school absences and you may be liable for a fine of up to £1000.

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 **Attendance** at 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. Headteachers cannot retrospectively authorise absence from school.**