



Leave of Absence Request Information for Parents/Carers

It is a legal requirement for parents/carers to obtain permission from the Headteacher before removing their child from school during term time. Parents **do not** have an automatic right to take their child/ren out of school for holidays during term time and will be issued with a Penalty Notice if they do so. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.** To apply for a child to be granted leave from school parents/carers should **complete the Request for Leave of Absence Form and return it to school for consideration a minimum of twenty days in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. If leave of absence is taken from school without authorisation a penalty notice will be issued in respect of unauthorised absence from school. **SEE COSTS OVER THE PAGE.**

FACTORS FOR PARENTS TO CONSIDER

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The following factors should be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance already below 97.5% or a previously agreed target?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any leave of absence which have been recorded as unauthorised this year?

Where school have concerns about leave request, the Headteacher or their representative will arrange to meet with you to discuss your application.

Leave of Absence Request

A request for absence should be made in advance at least **20 days before** the proposed leave of absence.

Pupil Details

Name		Year	D.O.B.
1 ST day of requested absence	Return to school date	No. of school days to be missed	

Reason for Leave of Absence request:

I, the parent/carer understand that due to national guidance from the Government, school cannot authorise any holidays during term time, unless there are "exceptional" circumstances.

A penalty notice will be issued in respect of unauthorised absence from school. The cost of each penalty notice will increase for any offences committed after 19th August to £160 (£80 if paid within 21 days) for the first offence. One of the changes introduced from 19th August is that where a parent takes the child out of school and commits a second offence within a rolling three-year period the penalty notice amount will automatically be set at the £160 (with no reduction for early payment). For any third offence in the rolling three-year period there will be no penalty notice but there will be a prosecution.

Parents/Carers Name: _____

Relationship to child: _____

Signature: _____

Date of Request: _____

For school use only:

Has the above leave of absence request been authorised

Yes/No

Education Welfare Officer/Headteacher
File/Parent or Carer
(for the Governing Body)

Copy: School Pupil

Signed: _____ Date: _____

Sept 24