

LEAVE OF ABSENCE REQUEST

PLEASE READ THIS FORM THROUGH CAREFULLY BEFORE COMPLETING IN FULL

The Government only allows schools to authorise an absence in term time if there are **exceptional** circumstances for the request. We would advise you **not** to make any bookings until you have checked with the school. Please see the section from our attendance policy below to ascertain whether or not you should apply for a leave of absence.

Family Holidays during Term Time:

result in a criminal prosecution.

The headteacher <u>cannot authorise</u> any <u>leave of absence during term time</u>.

Leave of absence for other reasons can be requested but will only be authorised in exceptional circumstances. If unauthorised leave is taken the school must inform the Local Authority and a fixed Penalty Notice of a fine may be issued, in some circumstances this could

The headteacher may only grant absence in <u>exceptional</u> circumstances.

Taking your child/children out of school on holiday without authorisation may result in the Local Authority issuing a fine of £60 per child per parent.

TIMELINE	ONE CHILD	TWO CHILDREN			
Paid within 21 days	£60 per parent	£60 per child = £120 per			
		parent			
Paid between 21 days and 28	£120 per parent	£120 per child = £240 per			
days.		parent			
Paid after 28 days	You will be summonsed to app	ou will be summonsed to appear before the Magistrate's			
	Court on the grounds you have failed to secure your child's				
	regular attendance.				

All applications for absence must be made in writing, normally one month in advance.

Every request for absence will be considered individually, taking into account the following factors:

- the time of year proposed for the absence;
- the overall attendance pattern of the pupil;
- the pupil's stage of education, and progress; in particular, absence at times that will affect progress towards public examinations (Phonics Check, KS1 SATs, KS1 SATs)

If parents keep a child away for longer than is authorised by the Headteacher, any extra time will be recorded as unauthorised. As a school we regularly work in consultation with the Education Welfare Office to ensure effective action in response to unauthorised absences.

If you believe that the absence you are requesting is an exceptional circumstance, then please fill in the form attached and return it to Mrs Major in the school office as soon as possible.

[&]quot;Retrospective" applications for such absence will not normally be approved.

LEAVE OF ABSENCE REQUEST FORM



The government guidelines have been tightened quite considerably around pupils being withdrawn from school during term-time. However, if there are exceptional circumstances it is possible for the Headteacher to give permission.

This request form must be completed in full with as much detail as possible and returned to Mrs Major in the school office.

Name of Pupil:		Clas	ss:				
Specify below the dates of absence for which permission is sought.							
Start Date - First day	End Date- La	ast day			Total number of		
absent from school	absent from	school			school days absent		
Please present your o	case for taking your child out o	of school d	luring t	erm tin	ne. By providing sufficient		
information/detail to enable us to make an informed decision. State why you believe that these are							
exceptional circumstances.							
	= 2es er dede, an initializate (anim) inemiaer (predec openit) below to animomorphic papin,						
•	/carer requires medical treatr n offered coaching or training		nt				
□ Child has bee□ Other (provid		j joi a tale	·rtt				
- Lond (provide details below)							
You must provide further details below outlining the circumstances requiring exceptional leave.							
Please continue overleaf if needed							
V	Ve are unable to process form:	s that are	not con	npleted	l in full		
	Siblings from another school	ol requiring	g the s	same le	ave		
Name		School					
Name		School					
Parent/Carer Details							
Print Name		Circle	PAREI	NT/ CA	IRER		
Signature		Date					
For completion by the Headteacher							
	<u>APPROVED</u>			APP	PROVED		
•	not approved □	Requ	est app	roved 1	□ Partly approved □		
	The following dates of absence have not been The following dates of				absence have been approved		
approved, from	to	from, to					
As this is not an exceptional circumstance, I am							
unable to authorise you	On their return to school your child must maintain their attendance record and will also need to catch						
·	up on any school work missed.						
			чр оп	uny ser	TOOL WOLK IIIIDSEU.		
Headteacher's Signatu	re:				Date:		