



Leave of Absence Request Form

You must get permission from the Headteacher if you want to take your child out of school during term time.

- You must make the application to the Headteacher **at least two weeks in advance**
- The Headteacher will consider whether there are **exceptional circumstances** in relation to the application. See overleaf and the School Attendance Information Leaflet on the school website for further information.
- If leave is granted, it is up to the Headteacher how many days will be authorised.
- To request permission please complete the details below and return to the school office

You can be fined for taking your child on holiday during term time without the school's permission.

Pupil's Name D.O.B Class

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I request permission for the above named pupil(s) to be granted leave for the following dates:

From To No of school days

Reason for request – please supply additional evidence that you want to be considered in your request e.g. paperwork relating to holidays cancelled and rebooked due to Covid-19 or letters from employers of key workers regarding leave not being able to be taken during school holidays Are you supplying additional, supporting evidence? Yes No

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I/We understand that:

- I have read and understand the leaflet "Attendance – Information for Parents" regarding what may be considered "exceptional circumstances"
- If the leave is not agreed or I / we do not return at the agreed time; I / we am / are aware that I / we may be issued with a penalty notice. If I do not pay the fine, the case may be referred to Court which could result in a criminal record and fines up to £2500 and/or 3 months imprisonment.
- I / we are aware that if we do not return at the agreed time, Children Missing Education enquiries might be made and further investigations may take place regarding the child's whereabouts. In exceptional circumstances this could result in the child being deleted from roll.
- In exceptional circumstances, penalty notices may not be issued and cases may be taken straight to Court.
- Absence Coding – if the leave is agreed it will be coded as an authorised absence for the agreed period.
- Absence Coding - where leave in term time has not been agreed or for the days taken in excess of an agreement, it will be coded as unauthorised absence.

Parent's name			
Parent's address			
Signed		Date	

Parent's name			
Parent's address			
Signed		Date	

Important Information for Parents/Carers – Please Read

The law does not grant parents the automatic right to take their child out of school during term time.

As stated in our school attendance policy, only **exceptional circumstances** warrant an authorised leave of absence.

If seeking permission for exceptional circumstances leave of absence, the parent/carers should complete a Leave of Absence Request form. The request should be submitted as soon as it is anticipated; and wherever possible, at least **two weeks** before the absence. Leave of absence cannot be approved retrospectively.

The school will consider each application individually, considering the specific facts and circumstances. Parents may be required to provide the school with additional evidence in order to support the request. The expectation of the school is that term time holidays should **not** be planned or booked as a matter of course, as they are likely to be **unauthorised**.

Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the school's discretion.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school", therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

Parents/carers have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident parents/carers who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent/carers but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents/carers and children. Each case is considered individually.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution and may not be issued if prosecution is considered to be a more appropriate response to a pupil's unauthorised absence.

A pupil's unauthorised absence from school could result in one of the following:

1. **Penalty Notice.** The penalty is £60 payable (per parent, per child) within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)

2. **Prosecution.** Prosecution could result in a criminal record and fines up to £2500 and/or 3 months imprisonment.

A full copy of the Attendance Policy is available on our school website or is available on request from our school office.

School Office to complete

Date form received	Attendance %	Child 1	Child 2	Child 3
	This year			
	Last year			

Headteacher to complete

Absence Authorised?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reasons leave in term time has not been authorised:		
No exceptional circumstances <input type="checkbox"/> Leave could have been taken outside of term time <input type="checkbox"/>		
Time and duration of leave <input type="checkbox"/> Learning that will be missed <input type="checkbox"/> Previous attendance <input type="checkbox"/>		
Signed		Date
Designation	Headteacher	