

Leave of Absence Request

(Including holidays in term time)



A child can now only be granted leave of absence during term time for exceptional reasons.

The Principal does not have to give permission if you request a holiday. If the holiday is not approved, your child's absence will be recorded as unauthorised.

Exceptional Circumstances include:

- funerals or weddings of immediate family members
- to visit a terminally ill relative
- forces staff returning from abroad
- parents returning from having to work abroad for a fixed, minimum term period
- compassionate leave
- performance at representative level (County/National) with accompanying letter-
from the relevant body

How do I make a request for Leave of Absence?

- Complete the leave of absence request form on the next page.
- Detach the form and hand it in to the school reception (at least 14 days before the first day of your requested absence)
- If you consider the circumstances to be **exceptional** attach a letter addressed to the Principal explaining the circumstances of the request.
- You will be notified in writing informing you of the decision.
- Please note that unless circumstances are judged to be exceptional, the leave of absence will be declined.

“Taking your child out of school during term time will result in missed learning opportunities. National studies have shown that there is a strong link between school attendance and attainment.”

Should I still fill in a form if I know the request will be unauthorised?

YES

We contact parents/ carers on a daily basis if we do not know the reason for absence of a student. It is very important you let us know why your child is absent even if the absence will be recorded as unauthorised.

In deciding if the absence is **EXCEPTIONAL**, the Principal will consider the following:

◇ Is the absence within the control of the parent/ carer?

(A letter, on headed paper, from an employer is required if the absence is due to the availability of leave)

◇ Does the student have a good attendance record?

◇ Will the absence have a negative impact on the attainment of the student?

◇ Is the activity a worthwhile experience which will enrich the student’s broader education?

(our guidance is for two days **maximum** or equivalent in each academic year for such activities)

APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

If you consider you have to take your child out of school in term time, please complete this form and return to the school at least 14 days before the date you wish to remove your child from school.

Student Name Tutor Group.....

Home Address

First day of absence Date of return to the academy

Total number of days missed

Reasons for absence (please attach a letter if you require additional space)

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I understand that if the absence request is unauthorised the Education Welfare Officer will be notified.

I understand that a Fixed Penalty Notice can be issued. From September 2013 these are £60 per parent per child if paid within 21 days. This rises to £120.00 after 21 days.

Name of Parent/Carer making application

Signed Date

(Please ensure you are giving at least 14 days' notice of the proposed absence)

Please return to the academy reception. Remember to include any supporting information

For official use only

" AUTHORISED: For the following dates:
 ___/___/___ to ___/___/___

" UNAUTHORISED: Reason:

Decision taken by _____

Students should make every effort to catch up on work missed due to absence, whether the absence is authorised or unauthorised.

This may involve asking teachers for the materials in advance.

Below is an extract from the 'Frequently Asked Questions' section of the Department for Education publication: School attendance, published in 2018

Can a parent take their child on holiday during term time?

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

'School attendance parental responsibility measures', DfE update 2017.

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority.