

Leave of absence form

This form MUST be submitted at least 4 weeks before the date of absence.

Name of Pupil: Class: Siblings in this or other schools if applicable – Name: School:		Name of Parents/Carers: Telephone No: Email:	
Dates of request: From:		To:	
Why are you requesting leave of absence during term time? What steps have you taken to minimise the impact of the leave on your child's learning? If applying for more than 2 days leave, please state where you will be staying during the leave period: Please provide the full address; Emergency contact details (UK and Abroad) – name, telephone number and relationship UK: Abroad:			
<ul style="list-style-type: none"> • I can confirm that the information on this form is true. • I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date. • I am aware that if my child does not return to school by the date provided that he/she may lose their place at this school. • I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Head Teacher. • The data you supply on this form is used by the Head Teacher to assess the request against the criteria outlined in our Attendance Policy. The Head Teacher may share this information, where relevant, with the respective Head teachers at other schools for the purpose of trying to co-ordinate absence requests for family groups. However, there is no guarantee that absence will be granted by either school. • If you do not wish the information on this form to be shared in this way, please indicate below: 			
Signed by parent/carer:		Print name & relationship to child:	Date:
<i>For school use only:</i>		<i>Date request received:</i>	
<i>Has the request been considered by the Head Teacher? Yes / No</i> <i>Has the request been discussed with the parent/carer? Yes / No – Date: / /</i> <i>No. of days requested:</i> <i>No. of days authorised:</i> <i>No. of days unauthorised:</i>			
<i>I unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to the Local Authority along with Pupil attendance registration certificate.</i>			
Name of Academy:		Head Teacher's signature:	Date:

Leave of absence during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the school's head teacher. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods and SAT's.

Before completing this application, we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however, some schools may choose to do this.

The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

Discuss with the school any request for leave of absence prior to making a booking. Your child's school may have a designated person for this. It is the parent/carers responsibility to ensure you receive confirmation from the school before the leave is taken. Do not assume permission is granted if you have not received written confirmation.

Fixed Penalty Notices

With the implementation of the Anti-Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

*(Academic year =school year from September to July)