

LEAVE OF ABSENCE REQUEST FORM

Relevant Legislation:

Statutory Instrument 2006 No. 1751

The Education (Pupil Registration) (England) Regulation 7:

Leave of absence

Relevant DfE Guidance: 'School Attendance; Statutory Guidance and Departmental Advice' August 2013

Leave of absence may only be granted by the Principal.

A pupil **may** only be granted leave of absence where:

- (a) An application has been made **twenty days in advance** to the Principal by a parent with whom the child normally resides. And
- (b) The Principal considers that leave of absence should be granted due to the **exceptional circumstances** relating to that application

There is a strong link between good attendance and attainment. Consequently, the school asks parents for support in arranging leave of absence outside school term time unless there are exceptional circumstances.

When considering a request, the school should take into account:

- The amount of time requested
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity of public examinations
- Length of the proposed leave
- The pupil's ability to catch up on missed work
- The pupil's educational needs/attainment cf. potential
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Frequency of the activity
- When the request was made

If a request, or any part of it, is refused, and the child does not attend school, or if days in excess of granted leave are taken, that absence will be **UNAUTHORISED**.

The **Education Welfare Service** will be informed of **UNAUTHORISED ABSENCES** relating to requests for leave of absence and will take appropriate action. They may issue a **Penalty Notice** (£60 per parent for each child if paid within 21 days, rising to £120 per parent for each child if paid within 28 days). Failure to pay within the 28 days may lead to prosecution under Section 444 of the Education Act 1996.

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Name of Pupil..... Mentor Group/Year.....

Address.....

Contact Telephone Number..... Mobile.....

I would like to request that the above pupil is given leave of absence:

From..... To.....

(PLEASE GIVE DATES)

Total number of days pupil would be absent from school.....

Please state the **exceptional** reason for requesting leave of absence during term-time

.....

.....

.....

The Principal has discretion to grant leave of absence for exceptional circumstances such as:

- Service personnel and other employees who are prevented from taking leave outside term-time if the leave of absence will have minimal disruption to the pupil's education; and
- When a family needs to spend time together to support each other during or after a crisis.

DfE guidelines state that if a head teacher grants a leave request, it will be for the head teacher to determine the length of time that child can be away from school. Leave is unlikely to be granted for the purposes of a family holiday as a norm. Parents have a legal duty to make sure that their child, if registered at a school, attends that school regularly.

If you are requesting leave of absence due to parents' employment, please provide documentary evidence of shift pattern or letter from employer.

Name of Parent/Guardian with whom child resides.....

Signed: Date:

(PARENT/GUARDIAN WITH WHOM CHILD RESIDES)

Please consider the following facts:

- A pupil who is authorised to take 10 days leave during one academic year will only attain 94.7% attendance.
- There is a strong link between the amount of absence and the results/qualifications that a pupil achieves.
- Every lesson matters – children who have time off school often find it difficult to catch up and do well at school.
- Research suggests that just 17 days missed from school equates to one GCSE grade.

FOR OFFICE USE ONLY:

AUTHORISED: **UNAUTHORISED:**

Number of days leave of absence: Current Academic Year : Code: Attendance%

Last Academic Year : Code: Attendance%

Signed:..... Date:..... 2