



REQUEST FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL FORM

Please note that this form must be received by the Headteacher 4 weeks in advance of the proposed absence

Student's full name Tutor Group..... Year Group.....

Student's address

Parent/Carer 1 – Full name Contact number.....

Parent/Carer 2 – Full name Contact number

First day of absence is Returning to school on..... Number of school days.....

Reason for absence request (Please provide full details)

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.....
.....

Does your son/daughter have a brother/sister at a local Primary School? Yes/No

If so, please advise which Primary School they attend

LEAVE OF ABSENCE IN TERM TIME

Parents/carers do not have a legal right to take children out of school during term time. Each application is considered individually by the Headteacher, taking into account the following factors:

- ✓ The purpose of the leave of absence
- ✓ The number of days your child will be absent from school
- ✓ The reason for your request for leave of absence in term time
- ✓ Your child's current attendance record
- ✓ The impact the requested leave of absence would have on your child's education
- ✓ The time of year e.g. will this leave of absence be taken in an exam period?

Permission for a leave of absence during term-time must be requested in advance of booking.

PENALTY NOTICE

Penalty notices may be issued:

- ✓ If parents/carers have not sought permission from the Headteacher before taking their child out of school for a leave of absence in term-time
- ✓ If the Headteacher has refused the request but the absence occurs anyway
- ✓ If the pupil has not returned to school by the agreed date with no satisfactory explanation
- ✓ **AND**
- ✓ Where the leave of absence has been recorded by the school as unauthorised in the attendance register on at least 10 sessions (5 school days) during the current term

Where parents/carers continue to take unauthorised leave of absences in term time, despite having previously been issued with a Penalty Notice, the local authority will consider a prosecution under S 444 of the Education Act 1996.

The Penalty Notice is for £60, for each parent of each child, if paid within 21 days, and £120 if paid after this date but within 28 days. Non-payment of a Penalty Notice will normally trigger a prosecution (under the provisions of section 444 of the Education Act 1996 or under the provisions of S103 (3) of the Education and Inspections Act 2006). The prosecution can only be for the original offence and NOT for the non-payment of the Penalty Notice.

You also need to be aware that if your child fails to return to school following 20 days of absence he/she is at risk of losing their school place.

FOR OFFICE USE ONLY

Current attendance record	
Number of school days requested	
Exam period Y/N	
Parent/Carer contacted	
Authorised/Declined by Headteacher Y/N	
Reason authorised/declined	
Authorised/decline letter issued	
HOC/Form Tutor advised	
Attendance Officer advised	