



# LEAVE OF ABSENCE REQUEST FORM

Please read the reverse before completing this form

**WHEREVER POSSIBLE PLEASE ENSURE THIS FORM IS SENT TO SCHOOL AT LEAST 2 WEEKS BEFORE THE LEAVE OF ABSENCE APPLIED FOR IS DUE TO START**

**WHAT THE LAW SAYS:**

*Schools are regularly audited to ensure that they are following government guidelines and policies. Schools are NOT PERMITTED to authorise Leave of Absence requests from September 2013, unless in Exceptional Circumstances. Family holidays taken in term time will not be authorised. The Government/Local Authority may fine parents who take their children out of school for family holidays (see reverse).*

*There are clear links between children's attendance and their attainment. A child absent from school for two school weeks each year will miss the equivalent of two terms' education over their school career. This is a strong factor in seeking to reduce all avoidable absence.*

## ABSENCE REQUEST – PARENT OR CARER TO COMPLETE

Name of child/children: \_\_\_\_\_ Class/classes: \_\_\_\_\_

Address: \_\_\_\_\_

Name(s) of siblings in other schools: \_\_\_\_\_

Name of their school: \_\_\_\_\_

First day of absence: \_\_\_\_\_ Last day of absence: \_\_\_\_\_

Total number of school days: \_\_\_\_\_

Reason for request: \_\_\_\_\_

I understand and accept that:

- This absence will affect my child's learning
- My child will miss something vital in their learning that may not be taught again
- I may be fined by the Local Authority

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

### School Office use only

Date received by office: \_\_\_\_\_ No. absences in last 12 months: \_\_\_\_\_

No. of illness: \_\_\_\_\_ No of holiday: \_\_\_\_\_ No. of lates: \_\_\_\_\_

Total (including above dates applied for): \_\_\_\_\_

Headteacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reply letter: Authorise/Reject      Date reply given to parent: \_\_\_\_\_

## **APPLYING FOR LEAVE OF ABSENCE AT SKELTON PRIMARY SCHOOL**

### **The process for considering requests for leave of absence during term time is:**

1. We will look at the child's attendance figure for last 12 months. If the child's attendance is under 95% then requests for leave of absence will not be considered.
2. If a parent cites work won't let them have other time off in school holidays, then a letter on headed notepaper from the parents' employer stipulating that they cannot have time off during school holiday time needs to be attached to the leave of absence request form.

### **Examples of where we would consider the request because of exceptional circumstances:**

1. Attendance at a religious or civil ceremony or graduation involving a close relative/carer (Mother, Father, Grandfather, Grandmother, Sister, Brother, Aunt, Uncle, Cousin) and reasonable travel time.
2. Service families where a parent is on or returning from active duty.
3. The terminal illness/ bereavement of a close family member
4. A day for moving house;
5. A day for visiting another school if a child is moving schools
6. Family emergencies until arrangements for child to attend school can be made;
7. Representing city, county or country at a national or international level in sport, music or the arts where selected to do so by a recognised authority, including reasonable travel time.

### **We wouldn't authorise holiday for the following reasons:**

1. Shopping trips;
2. Theatre visits;
3. Participating in or travel time to 'open entry' sport, music or arts events i.e. those not involving selection by an external body;
4. Days off to meet visiting relatives.
5. Cheaper holidays
6. Family celebrations
7. It's the child's birthday

### **What happens if a pupil goes on holiday when it has not been authorised:**

- Parents do not have an automatic right for their children to have authorised absence to go on holiday.
- If parents take their child on an unauthorised holiday, the procedure is that the Local Authority will be informed and they will then contact the parents by letter.
- In certain circumstances, such as a repeated going on unauthorised holiday, parents can be issued by the Local Authority with a Fixed Penalty Notice where they take a holiday in term time which is not authorised by the head teacher. A Fixed Penalty Notice can require a parent to pay a sum of either £60 or £120. Each parent can be issued with a notice for each child, so two parents with two children can potentially be issued with four notices.