

## LEAVE OF ABSENCE REQUEST

**PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM AND READ the attached INFORMATION**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

Pupil's name ..... Date of Birth ..... Class .....	
I hereby request that leave of absence be granted to the above named pupil.	
Dates of absence from ..... to ..... Number of school days absence .....	
The exceptional reason for the absence is:	
Name of any siblings ..... School attending.....	
<p>I understand that each request will be looked at on an individual basis before authorisation can be considered. It is likely that in most cases Headteachers will not authorise the absence.</p> <p>This form must be returned at least <b>15 school days</b> prior to the absence.</p>	
Name of parent (who child resides with) ..... Home tele no. ....	
Mobile telephone no. .... Email address .....	
Signed: ..... Parent/Guardian      Date: .....	
<b>For school to complete</b>	
CURRENT ATTENDANCE .....%	LAST YEAR'S ATTENDANCE .....%
DATE RECEIVED.....	DATE PARENT INFORMED.....]
EXCEPTIONAL REASON AGREED YES/NO	SIGNATURE ..... (HEADTEACHER) Mr. R FERRIS
<p><b>Notification to parent: THIS ABSENCE HAS BEEN AUTHORISED / UNAUTHORISED</b></p> <p><b>WE THEREFORE EXPECT YOUR CHILD TO BE IN SCHOOL ON .....</b></p>	

## **REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL**

### **Term Time Leave of Absence**

Following a change in the law in September 2013, schools can no longer authorise any leave during term unless it is for 'exceptional circumstances'. Any application for 'leave of absence' must be made at least 15 school days **before** the holiday commences and the decision to authorise such an absence remains entirely with the school and is not a right.

Great Holland's Primary School does not expect any parents to request leave of absence for students to take a family holiday during the school term unless there are really **exceptional circumstances**.

If parents remove students from school for long visits overseas, the school may seek to remove the student concerned from the roll of the school, in consultation with the Education Welfare Officer.

*Please note a **minimum notice of fifteen school days** is required otherwise requests may well be declined.*

Retrospective requests for leave of absence will not be granted and the absence will be recorded as unauthorised.

Please note:

- Any requests received for absences that are scheduled to take place during any school or public examination period or during a controlled assessment will be declined.
- The local authority may choose to issue a fixed penalty notice to any parent who opts to take their child out of school for 5 or more days during term time without consent from the school. The initial fine is currently £60 which is doubled to £120 if it is not paid after 21 days. Any further non-payment will result in court proceedings.
- Previous excellent attendance does not necessarily entitle a student the right to a leave of absence