



## Absence Request Form

### Application for leave of absence for exceptional circumstances

As parents, you have a legal responsibility to ensure your child has 100% attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1 st September 2013 states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit this form well in advance if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

#### **Unauthorised absence of 10 sessions (5 days) or more may result in the issue of a Penalty Notice**

Where a child is taken out of school for 10 sessions (in the preceding 10 weeks) or more and the 'leave of absence' is without the authority of the head teacher, each parent is liable to receive a **penalty notice**. The penalty notice is charged at £160 **per parent/carer per child** if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. However, if it is a second penalty notice (within 3 years) the full £160 **per parent/carer per child** will be charged.

**PLEASE NOTE:** This leave of absence form serves as a warning to parent/carer. Any unauthorised absence during this period may be subject to a Penalty Notice OR may result in a prosecution if two previous penalty notices have been issued in a rolling three-year period.

The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and will notify you of the decision within 5 days. For further information, please refer to our School Attendance Policy.

<b>Name of child:</b>		<b>Class:</b>
<b>Date(s) of requested absence:</b>		
<b>Time from:</b>		<b>Time to:</b>
<b>Reason for Absence- Please tick the appropriate box below:</b>		
<b>Medical/Dental Appointment</b>	<input type="checkbox"/>	Authorised
<b>Visit to school</b> (name of school and reason)	<input type="checkbox"/>	Authorised
<b>Holiday</b> (please give additional information below)	<input type="checkbox"/>	Unauthorised
<b>Special Occasion</b> (please give additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
<b>Compassionate Leave</b> (please give additional information below)	<input type="checkbox"/>	May be authorised
<b>Request for Holiday/Special Occasion/Compassionate leave:</b>		
<p>This <b>cannot</b> be taken during the school holidays because:</p>		
<b>Has your child already had leave of absence this school year?</b>		<b>Yes/No</b>
If 'Yes' please give dates and details:		
I also have children at (please list name of school/s):		
<b>Signed (parent/carer):</b>		<b>Date:</b>

<b>To be completed by the Headteacher</b>		
<b>Child's attendance over the last 12 months</b>		%
<b>Having considered your request carefully, my decision is that leave of absence is:</b>		
<b>Approved</b>	<input type="checkbox"/>	<b>The absence will be recorded as authorised.</b>
<b>Not approved</b>	<input type="checkbox"/>	<b>The absence will be recorded as unauthorised.</b>
<b>Explanatory notes:</b>		
<b>Signed (Headteacher):</b>		<b>Date:</b>