

### **REQUEST FOR LEAVE FROM SCHOOL**

From September 2013 amendments to The Education (Pupil Registration) (England) Regulations 2006 removes reference to family holidays and extended leave as well as the statutory threshold of 10 school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are **exceptional** circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted. We understand that there may be **exceptional** circumstances which may necessitate a longer absence for an agreed period, but this is also discretionary.

If you wish to take your child away during term time, please make your request to the Headteacher by completing the form overleaf **at least 2 weeks in advance** so that this can be considered. Leave taken without permission will be recorded as unauthorised. **Please do not make any arrangements before a decision is taken.**

In order to ensure we meet our legal responsibilities, we must make every effort to make it clear to parents and carers that children must attend school on a regular basis. Any time away from school can have a significant impact on educational attainment. Any activity, holiday or event should be arranged during the 13 weeks of school closure (the school holidays). If leave of absence without permission is taken during term-time parent/carers could receive a Penalty Notice from the Local Authority for taking a child out of school without the school's permission. From 1st September 2013 Penalty Notices cost £60 per child per parent, if paid within 21 days, increasing to £120 per child per parent, if paid between 22 and 28 days.

The Headteacher will require documentation to support any request for leave. This will include:

- Contacts details of someone remaining in the UK
- Contact details when abroad or away
- Flight details including booking date
- Proof of event e.g. wedding
- Proof of reason e.g. illness – medical certificate
- Other documentation

**In making her decision Mrs Jones will take into consideration Government guidelines and the following points:**

1. The child's previous attendance history.
2. The age of the child.
3. The child's stage of education.
4. Whether other leave has been requested
5. The time of year - The Headteacher will not authorise leave during Year 2 and Year 6 SATS, and optional SATS for other year groups
6. The nature of the trip (exceptional circumstances).

Where the school and the parents fail to reach an agreement and the child is then absent from school, the absence will be marked as unauthorised. Where the parents keep a child away for longer than agreed, the extra time will also be marked as unauthorised and the Local Authority will be contacted.

**Our school will therefore no longer be able to authorise absence from learning (Leave Requests) during term time unless there are exceptional circumstances. Permission for leave from school must be requested using the Leave Form available from the office or on our website (as shown on the reverse of this letter).**

**REQUEST FOR LEAVE FORM 2022/23**  
**(one form per child)**

I/We request permission for my child to be absent from school.

Name of Child:			
Class:			
Dates of Absence	From :		To :
Reasons for Absence:			
<i>(Parents must submit this paperwork to the Headteacher to seek permission for a child's absence, prior to making travel arrangements.)</i>			
Parent's Name:			
Signature of Parent:			
Date requested:			

<b>For office use only</b>	
<input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised	
Comments:	
Headteacher's signature:	
Date:	
Seen by Headteacher:	
Refer to EWO: (Education Welfare Officer)	
Periods of extended leave in the past 4 years:	

**Child's Attendance Record:**

Year:				
Attendance:				