

REQUEST FOR LEAVE FROM SCHOOL

Amendments to The Education (Pupil Registration) (England) Regulations 2006 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.

If you are applying for leave for exceptional circumstances, 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.*

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. Education 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
- Travel details (outbound and return) including booking date and pupil's name
- Proof of event – e.g. wedding
- Proof of reason – e.g. illness – medical certificate
- Other relevant documentation

In making the decision, the Headteacher 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 request meets definition of 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.

Permission for leave from school must be requested using this Leave Form.



REQUEST FOR LEAVE FORM 2023/24
(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)</i>			
Parent's Name:			
Signature of Parent:			
Date requested:			

For office use only

<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:				