

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

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 holiday 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 £80 per child per parent, if paid within 21 days, increasing to £160 per child per parent, if paid between 22 and 28 days. If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 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.

Attendance codes were updated by the Government in September 2024. Please see the table overleaf showing the new attendance codes.



<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made

<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

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

**REQUEST FOR LEAVE FORM 2025/26**  
**(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:		

<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:				