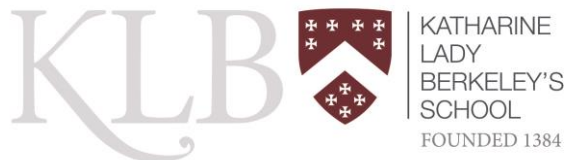


LEAVE OF ABSENCE REQUEST

Academic Year 2018/19



Please complete one form for each student

Parents and carers are reminded that, in accordance with legislation and guidance from the Department for Education, approval for holidays in term time will rarely be given as parents and carers are strongly discouraged from disrupting their child's educational progress for the purpose of taking holidays.

Amendments to the Education (Pupil Registration) (England) Regulations 2006 came into force on 1st September 2013 removing references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

The cost of holidays or the work rotas of parents cannot be considered exceptional circumstances. Neither can a return to a country of origin, as the government considers that this could be done in school holidays.

From September 2013, each individual request will be considered on its merits. Please do not be offended by a refusal as the school must adhere to the changes to the regulations concerning attendance.

The request form must be received by the school at least three weeks before the first day of leave to allow sufficient time for appropriate consideration.

Permission for leave may only be granted under exceptional circumstances.

NAME OF STUDENT: _____ TUTOR GROUP: _____

Dates of proposed absence: from _____ to _____

Total number of days requested _____

Please explain the reason for this request: *If "family holiday" please attach a letter explaining the exceptional reasons you are taking holiday in term time. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request.*

Parents/carer of students in years 7 to 11 - If unauthorised leave is taken, parents may be issued with either a Penalty Notice Warning Letter or a Penalty Notice **this will be dependent on their child's school attendance history**. This may result in a subsequent fine of £60 (min) per parent for each child.

It is the responsibility of the student to catch up with all work missed during the leave of absence period.

Parent/carer signature: _____ Date: _____

Relationship to student: _____ Please print name: _____

Please tick if you and the student reside at the same address:

Please note: Leave of absence requests should be completed by a resident parent/carer. If you do not reside at the same address as your child we will contact the resident parent/carer to check their agreement with this request.

Please return this form to:

Debbie Gardner, Education Welfare Officer (School address)
You will receive a response to your request in writing

FOR OFFICE USE

Date form received by school _____

Number of days requested: _____ Attendance percentage: _____ Previous year: _____

Authorised: YES NO Reason - A B C Code:

Entered on SIMs: Parent/carer informed: Penalty Notice:

Letter sent _____ Warning Letter sent _____

Comments: