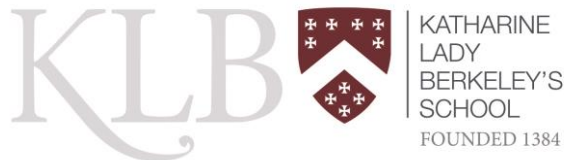


# **LEAVE OF ABSENCE REQUEST**

## **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 1<sup>st</sup> 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.*

**PLEASE NOTE:** Parents/carers of students in years 7 to 11 - If a student has 10 sessions (each school day has 2 sessions) of unauthorised leave (G code) in a 10 week period, parents will be issued with a Penalty Notice from Gloucestershire County Council. This is a 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

Headteacher: Andrew Harris  
Tel: 01453 842227 Fax: 01453 845480 info@klbschool.org.uk www.klbschool.org.uk  
KATHARINE LADY BERKELEY'S SCHOOL, WOTTON-UNDER-EDGE, GL12 8RB