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Acting Headteacher: Mr Carl Barnes

Leave of absence request form

Dear Parents/Carers,

As you will be aware, Government Guidance advises that schools should not authorise requests for term time absence unless the school has received suitable evidence of exceptional circumstances. The Government does not consider a family holiday to be an exceptional circumstance. Any absence from school will disrupt your child's learning. Please consider writing to your MP to campaign for the cost of holidays during authorised dates to be the same price as holidays taken during term time.

You may consider that a holiday will be educational but your child will still miss out on the teaching that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. Teachers then have to give more time to help individual children catch up on missed work. This poses a potential risk of the under achievement for your child and other students in the class. This is something we all have a responsibility to avoid.

You need to request a leave of absence by completing the form on the reverse of this letter. If the holiday is not considered to be an exceptional circumstance, and you nevertheless take your child out of school for the leave of absence, this **will be recorded as unauthorised leave**.

I must take this opportunity to remind you, that should you still choose to take your child out of school unauthorised, then the school must inform the absence to the Local Authority Attendance Team. If you have parental responsibility, this could mean receiving any of the following:

- A penalty notice - The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days. A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated. **(Please be aware that should the local authority decide to enforce a penalty notice there will be a separate penalty notice per child, per parent issued and therefore a charge for each penalty notice).**
- If a previous penalty notice has been issued the Local Authority may decide to proceed directly to prosecution

All leave of absence requests must be completed on the attached form, letters will not be accepted. This should be returned to the school at least 14 days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively. I hope you will support our efforts to raise attendance and attainment at our school.

Kind Regards

Mr C. Barnes

Acting Headteacher

Pupil Name _____ Year Group _____

Date of first day of absence _____

Date of return to school _____

Number of school days that your child will be absent from school _____

Please detail the exceptional circumstance for which you are requesting leave of absence.

- *I understand that if the absence request is unauthorised the Local Authority Attendance Team will be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £80 if paid within 21 days and £160 if paid within 28 days. I also understand that If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated*
- *Also, if a previous penalty notice has been issued the Local Authority may decide to proceed directly to prosecution.*

Name(s) of Parent/Carer (s) making application

Signed _____ Date _____

(Please ensure you are giving at least 14 days' notice of the proposed absence; retrospective applications cannot be authorised)

For school to complete: AUTHORISED UNAUTHORISED

- a) Their attendance is currently _____
- b) The request **does/does not** meet the criteria for 'exceptional circumstances'
- c) They are **making/not making** good progress towards their end of year targets.
- d) They **are/are not** being prepared for or taking tests during the absence