

## Appendix E: Request for Leave of Absence

### Request for Leave of Absence

To be made to the Head Teacher -at least 1 **week** in advance of date of requested absence

Name of School:		Name of Pupil:	
Class:		Year Group:	
Dates of planned absence:		From:	To:
Confirmed date of return to school:			
Reason for Request (continue overleaf if necessary):			
Name of Sibling		Name of Sibling	
School	Class/Year Group	School	Class/Year Group
<p>Parents are asked to note:</p> <ul style="list-style-type: none"> <li>The 3-18 Education Trust's Attendance Policy is to fully comply with Government regulations. Statutory guidelines state <b>"Headteachers may not grant leave of absence during term time unless there are exceptional circumstances"</b>.</li> <li>The school may seek advice from the 3-18 Education Trust Strategic Lead for Attendance and liaise with the head teachers of schools' siblings attend.</li> <li>Requests for leave in exceptional circumstances should be made at <b>least 1 week in advance</b> of the event.</li> <li>Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher's decision is final.</li> <li>Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern.</li> <li>Leave of absence will NOT be granted during periods of public examinations or internal school assessments.</li> <li>Leave of absence will NOT be granted for holidays during term time regardless of circumstances.</li> <li>Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the school's decision, absence will be recorded as unauthorised and parents may be subject to a fixed penalty notices (fine).</li> <li>Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as unauthorised, a fixed penalty notice (fine) may be requested and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the school.</li> <li>Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above.</li> </ul>			
Circumstance	Number of Days which maybe be authorised	Additional Notes	
Religious Observance	1 day in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>	
Family Celebration	2 days in any one period of absence  Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>	
Family Emergency/compassionate leave	2 days in any one period of absence  Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> </ul>	
Participation in sporting/arts/theatre events as part of professional organisation	See additional notes  <b>Absence must <u>not</u> be authorised if licence not obtained by parents from LA</b>	<ul style="list-style-type: none"> <li>additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice</li> <li><b>Parents are required to obtain a licence from the LA</b></li> </ul>	

		<ul style="list-style-type: none"> <li>• <b>Not to be authorised if a pupil's attendance would fall below 96%</b></li> <li>• <b>School to make arrangements for pupil to receive a suitable education</b> <ul style="list-style-type: none"> <li>○ For not less than 6 hours per week and</li> <li>○ During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and</li> <li>○ On days where pupils would be expected to attend school and</li> <li>○ For not more than 5 hours on any such day</li> </ul> </li> </ul>
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	<ul style="list-style-type: none"> <li>• Absences will not be granted for any other reasons other than occupational circumstances</li> </ul>

**Name and Address of both parents (to be completed in all cases for all applications)**

**Signed (Parent with Parental Responsibility):**

**Date:**

**To be completed by school – copied retained on record – copy to parents (Tick as appropriate)**

<b>Pupil's current attendance % (YTD)</b>	<b>Leave absence already taken this academic year</b>
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<b>Absence authorised</b>	<b>No further action</b>	<b>Register Code/Reason</b>	
<b>Unauthorised Absence</b>	<b>Fixed Penalty Notice</b> 6 or more sessions (1 session = ½ day) in the current or previous half term.	<b>Register Code/Reason</b>	
	Yes No	Not deemed as exceptional circumstances	O
	Yes No	Unauthorised Holiday	G
	Yes No	Pupil at level of persistent absence	O
	Yes No	Religious observance above 1 day in academic year	O
	Yes No	Family celebration above 2 days in academic year	O
	Yes No	Exam period	O
	Yes No	Other – please specify	O
<b>Head Teacher Signature:</b>		<b>Date:</b>	