

Appendix D: Request for Leave of Absence

Request for Leave of Absence v2 August 2024		
To be made to the Head Teacher -at least 2 weeks 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
Parents are asked to note:		
• The Attendance Policy fully complies with Government regulations. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". • The school may seek advice from the Trust central team and liaise with the Headteachers of the schools' any siblings attend. • Requests for leave in exceptional circumstances should be made at least 2 weeks in advance of the event. • Retrospective approval for absence cannot be granted. 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. • Leave of absence will NOT be granted for pupils who have already been absent from school for 6 days or more, regardless of the reasons for previous absence • Leave of absence will NOT be granted for pupils when the requested leave of absence will mean that they have absence amounting to 6 days or more • Leave of absence will NOT be granted during periods of public examinations or internal school assessments. • Leave of absence will NOT be granted for holidays during term time regardless of circumstances. • 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 subject to a fixed penalty notices (fine). • If the schools grants a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the school reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice. • 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) requested and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the school. • 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. • Unauthorised absence of 10 sessions (equivalent to 5 school days) in a rolling 10-week period must be considered for a penalty notice under the new national penalty framework.		

Circumstance	Number of Days which maybe be authorised	Additional Notes
Religious Observance	2 days in any one academic year	Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family wedding / religious celebration that falls on a school day.	2 days in any one period of absence Maximum of 3 days in any one academic year	- No time will be authorised for travelling in the UK - Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice - Evidence of the event will need to be provided
Family Emergency/compassionate leave	2 days in any one period of absence Maximum of 3 days in any one academic year	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Participation in a performance	Dependent on LA license Absence must <u>not</u> be authorised if licence is not obtained by parents from LA	- No time will be authorised for travelling in the UK - Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice Parents are required to obtain a licence from the LA Not to be authorised if a pupil's attendance will mean amounting to 6 days or more School to make arrangements for pupil to receive a suitable education - For not less than 6 hours per week and - 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 - On days where pupils would be expected to attend school and - For not more than 5 hours on any such day
Participation in a sporting event – competing at a county level or above only	Maximum of 4 days in any one academic year unless there are extraordinary circumstances	- No time will be authorised for travelling in the UK - Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	Absences will not be granted for any other reasons other than occupational circumstances

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 (tick as appropriate)

- copy of full form retained on pupil record
- copy of full form sent to parents

Pupil's current attendance % (YTD)

Absence in days already taken this academic year:

Absence authorised in days:

No further action

Register Code

Reason

Unauthorised Absence in days:

Fixed Penalty Notice 10 or more sessions (1 session = ½ day) in the current or previous half term.

Register Code

Reason

	Yes	No	Not deemed as exceptional circumstances	○
	Yes	No	Unauthorised Holiday	G
	Yes	No	Pupil at level of persistent absence	○
	Yes	No	Religious observance above 2 day in academic year	○
	Yes	No	Family celebration above 2 days in academic year	○
	Yes	No	Exam period	○
	Yes	No	Other – please specify	○
	N/A	No	Retrospective Request	○
	Yes	No	Request evidence not provided/form incomplete	○

Head Teacher Signature:

Date: