

Schools Attendance Support Service Leave of Absence Request

**Before completing this form, please read the
Leave of Absence Request – Guidance Notes : Section 1 for Parent/Carers**

Section A: Student's Details

ALL SECTIONS MUST BE FULLY COMPLETED – ONE APPLICATION PER STUDENT

School:			
Student's Name:		Date of Birth	/ /
Student's Address:		Telephone No.	
		Mobile Tel No.	
		Post Code	

Section B: Reason for Leave of Absence

I would like to request a Leave of Absence for the above-named student:

First date of Absence from school	/ /	Returning to school on	/ /
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Head teachers can only authorise a Leave of Absence if they consider that the detail and information **you provide** constitutes an **exceptional circumstance**. You **MUST** provide **all the details and information** you would want the Head teacher to consider in deciding if your request can be granted.

Section C: Additional Parent/Carer(s) with Parental Responsibility

You must enter the names/dates of birth and address details of every **ADDITIONAL** adult who holds Parental Responsibility and/or care of your child.

Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
		Post Code	
Relationship to student			
Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
		Post Code	
Relationship to student			

By signing this application, I understand and agree the following:

1. That I have read the Leave of Absence Request Guidance Notes and that **if I take my child on an Unauthorised Leave of Absence the school can request that I and any other Parents/Carers of my child are issued with a Penalty Notice (a fine of up to £120 in respect of each child and each Parent/Carer) and/or be subject to further legal proceedings in the Magistrates Court.**
2. That I am a Parent/Carer with whom the student 'normally resides'.
3. That I understand it is the Head teacher's decision as to what is and what is not an "exceptional circumstance" and I should discuss any questions I have regarding the decision made by the Head Teacher prior to the absence starting.

Parent/Carer Applicant PRINT NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Parent/Carer Applicant SIGNATURE		Date of Application	/ /

For School Use ONLY

Request form Received	Date	/ /	Checked as complete Name of school staff:	Y/N
Information corresponds with school records & Data collection sheet included	Y/N		Head teacher's review	Date / /
Outcome: Agreed / Declined	/ /		Applicant / relevant additional adults advised of outcome	Date / /

How applicant was advised of outcome. School staff may need to provide evidence of the above should Court proceedings follow.

Letter(s) to Parent/Carer(s)	<input type="checkbox"/>
Email(s) to Parent/Carer(s)	<input type="checkbox"/>
Telephone call(s) to Parent/Carer(s)	<input type="checkbox"/>
Text Message(s) to Parent/Carer(s)	<input type="checkbox"/>
School Comms (e.g. internal messaging system)	<input type="checkbox"/>
Face to face meeting(s) with Parent/Carer(s)	<input type="checkbox"/>

School's Request for Penalty Notice

I have read the Leave of Absence Request Guidance. I understand that I am requesting a Penalty Notice and that this cannot be withdrawn once issued, other than in the circumstances detailed in the said Guidance.		<input type="checkbox"/>
Agreed by Head teacher	Date	/ /
Referral to Schools Attendance Support Service	Date	/ /
Referrer Name		
Position in School		
Have you attached a copy of the student's Attendance Summary/Certificate	Yes	<input type="checkbox"/>
Have you attached a copy of the student's Data Collection Sheet	Yes	<input type="checkbox"/>
Have you attached a copy of the decline letter sent to Parent/Carer(s)?	Yes	<input type="checkbox"/>

A Leave of Absence referral can be accepted when you use MOVEit together with a fully completed Leave of Absence Request form, a copy of the school's decline letter to parents/carers (or confirm agreement to provide a Section 9 Witness Statement) and the student's Attendance Summary/Certificate and Data Collection Sheet.

Please send your completed form via MOVEit
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