

Request for Leave of Absence

Request for Leave of Absence

To be made to the Head Teacher -at least **2 weeks** in advance of date of requested absence

Name of School:	Name of the child:	
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	School
Class/Year Group	Class/Year Group

Parents are asked to note:

- The TSSMAT 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 liaise with the Headteachers of schools' which 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 Headteacher's decision is final.
- Leave of absence will NOT be granted for children 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 children when the requested leave of absence will mean that they will have an absence amounting to **6 days or more**.
- 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 children out of school despite the school's decision, absence will be recorded as unauthorised and subject to a fixed penalty notice (fine).
- Should a Fixed Penalty Notice be issued, the fine usually applies to '**per parent/carer and per child**'. Your local council can give each parent a fine of £160 per child if paid within 28 days, which reduces to £80 each if paid within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school. A second fine can be issued for further absences within a 3 year period. Subsequent fines are charged at £160 per parent per child. After a second period of unauthorised leave, prosecution may be considered. This could result in fines up to £2500 or 3 months imprisonment.
- There is no right of appeal by parents against a penalty notice.
- If the school 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 child 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 children 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 below.

Circumstance	Number of Days which may be authorised	Additional Notes
Religious Observance	1 day in any one academic year	<ul style="list-style-type: none"> additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
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"> additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
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"> additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Participation in sporting/arts/theatre events as part of professional organisation	See additional notes Absence must <u>not</u> be authorised if licence not obtained by parents from LA	<ul style="list-style-type: none"> 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 the child's attendance would fall below 96% School to make arrangements for the child to receive a suitable education <ul style="list-style-type: none"> 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 children would be expected to attend school and For not more than 5 hours on any such day
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	<ul style="list-style-type: none"> 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 – copy retained on record – copy to parents

The child's current attendance (YTD)	Leave absence already taken this academic year
Current number of days absence	
Number of days absence including this request for leave of absence	

Absence authorised	No further action	Register Code/Reason	
Unauthorised Absence	Fixed Penalty Notice	Register Code/Reason	
	Yes No	Not deemed as exceptional circumstances	O
	Yes No	Unauthorised Holiday	G

	No	The child already absent for 6 days or more	0
	No	This leave of absence will give a total absence of 6 days or more	
	Yes No	Religious observance above 1 day in academic year	0
	Yes No	Family celebration above 2 days in academic year	0
	Yes No	Exam period	0
	Yes No	Other – please specify	0
Head Teacher Signature:		Date:	