



Requesting a Leave of Absence during Term Time

Guidance Note:

Please read the information below before requesting a leave of absence for your child.

1. A leave of absence is not an entitlement and as a school we take the view that absence, of any duration, will have an adverse impact upon a pupil's education. In line with government guidance, a leave of absence will only be authorised in the most exceptional circumstances. **It should be noted that family holidays are not permitted at all, within term time.**
2. Please ensure that this form is completed at least 1 month prior to requesting leave. Completing the form does not mean your request has been approved.
3. All schools are expected to restrict leave of absences to specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration, England) regulations 2024.
4. The DFE Guidance "Working together to improve school attendance" August 2024 states that schools can grant a leave of absence for exceptional circumstances at their discretion.
<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
5. For all "unauthorised" absences, you will be liable to be issued with a penalty notice. The Thresholds are:
 - i) 5 days within a rolling 10 school week period (this may span different terms or school years). The penalty notice is £80 per parent, per child if paid within 21 days.
 - ii) If there is a second unauthorised absence within the three-year rolling period the notice will be £160 per parent, per child with no discounted rate.
 - iii) If a third offence is liable within a rolling 3-year period, prosecution will be the action.



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Requesting a Leave of Absence Form

Please ensure you have read the attached guidance before requesting a leave of absence.

Name of Pupil:		Form:	
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I wish to apply for a leave of absence from school.

1st Day of absence:		Date returning to school:	
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Number of school days missed:	
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Reason for absence: (please provide and supporting documents)

Signature (Parent/Carer);

Date:

Address:

Contact Telephone Number:		Email Address:	
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Once completed please return to Mrs Dickinson in the Main Office.



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