

Appendix D – Leave of absence request form

The St. Bart's Academy Trust Leave of Absence Request Form



Academy:

Guidance Notes

- Parents are asked to consider very carefully the implications for their own child and others before making a decision to remove their child from the education that is provided in Academy term time. Children should only be removed in **exceptional circumstances**.
- If you intend for your child to be absent, please complete the form below and submit to the academy with **at least four weeks' notice**. (It is recognised that this timescale may not be possible when the absence request relates to Medical / Dental appointments or Compassionate Leave). Completing this form **does not** mean your request has been approved.
- The Education (Pupil Registration) Regulations 2013 state that Principals may not grant any leave of absence during term time unless there are **exceptional circumstances** (see below).
- If your leave of absence is either approved and you fail to ensure that your child returns to school by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.
- For such 'unauthorised' absence, you may be liable to be issued with a penalty notice (fine). The fine is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid between 21 and 28 days. If one or both parents fail to pay the penalty notice in full, then you may be prosecuted. The school also reserves the right to remove your child from the roll of the school. Where this happens, please be aware that it may not always be possible to re-admit your child to the Academy.

Exceptional circumstances: In considering whether any 'exceptional circumstances' apply, the Principal will consider if the reasons are **rare, significant, unavoidable** and **short**. The Principal will also take into consideration the factors listed below:

- Whether the event for which leave of absence is requested can reasonably take place during school holidays
- Levels of attendance and unauthorised absence over the last 12 months
- Any leave of absence taken previously
- Whether the leave is during any statutory assessment period or will result in not meeting assessment deadlines
- Age and year group of the pupil

The Academy will not consider the following to be exceptional circumstances, please note this list is not exhaustive:

- The availability of cheap holidays
- The availability of the desired accommodation
- An overlap at the beginning or end of the school term
- The working pattern or availability of parental holiday entitlement
- Attendance at a wedding or christening of an extended family member or friend
- Visiting relatives either abroad or in the UK

Parents/carers are not entitled to remove children from our Academies for holidays during term time. **If you take your child on holiday during term time you may be liable for a penalty notice being issued.**

The St. Bart's Academy Trust

Leave of Absence Request Form



Academy:	
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Name of Child:		Class:	
Date of Absence(s):	From:	To:	Total number of days:

For appointments during the school day:

Time of Appointment:		Time child to be collected:		Time child will return:	
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Please tick the appropriate box for the type of absence and give the reason for this absence request below:

Medical/Dental appointment*	<input type="checkbox"/>	Religious Observance	<input type="checkbox"/>
Visit to another school	<input type="checkbox"/>	Holiday	<input type="checkbox"/>
Special Occasion (please specify reasons below)	<input type="checkbox"/>	Compassionate Leave (please specify reasons below)	<input type="checkbox"/>

**If you are taking your child out of school for a medical appointment, you will need to provide a copy of the appointment letter/text*

Reason for absence request:	
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I have considered the implications for both my child and others in making this decision.

Signed:		Date:	
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For Academy use:

Child's Attendance level over the last 12 months:			%
Authorised	<input type="checkbox"/>	Unauthorised	<input type="checkbox"/>
Signed:		Date:	