



LEAVE OF ABSENCE REQUEST FORM – from September 2024

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (inc. holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The head teacher and the Governing Body will determine what the exceptional circumstances are.

You have requested the school’s permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised. This form is to be completed and forwarded to the Headteacher for authorisation **at least two weeks BEFORE** the period of absence. Parents/carers are responsible to ensure school have received the form, they should be handed into the office.

PLEASE READ INFORMATION ON THE REVERSE OF THIS FORM.

Name of child/children			
Class/classes			
On the following dates:			
Total number of school days absence requested:			
Reason for leave:			
SIGNED:		DATE:	

Date form received by school:		Current attendance:	
Sessions unauthorised this year to date:		If absence is taken number of unauthorised sessions (10 sessions or over refer to LA):	

Declined/Unauthorised Approved/authorised Partially approved (ie some but not all LoA approved as detailed)

Reason Holiday Declined or Partially approved:

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Absence as a result of taking a holiday requires a G code. Schools must report to the Local Authority any child who has at least 10 sessions of unauthorised absence in a given period (rolling 10 school week).The DFE are anticipating that not many absences for leave in term time are authorised by schools. The holiday code has been removed from school registers.

If the absence is taken, will the threshold for referral to LA for Fixed Penalty Notice consideration be met? Yes No

Signature Head teacher/Deputy Head teacher
Date:

Dear Parent/Carer

We would like you to think carefully before making this request to take your child out of school. Children will from time to time miss school because of illness, but their learning is compounded significantly when parents arrange other reasons for absence.

We are aware of the rising cost of family holidays and that this can be greatly reduced if taken during term time. However, we ask you to consider the following points:

1. Your child's learning will suffer as a result of extended absence. New topics may have been covered during this time and it may be difficult to recover this lost ground.
2. Your child may experience socialisation problems after an extended absence, particularly if they have missed key moments which their friends are talking about.
3. Children already enjoy 14 weeks away from school during the year; additional absence will not help your child's progress.

We also encourage parents to book non-urgent medical and dental appointments outside of the school day or during the school holidays.

School will not provide work for a child during an unauthorised absence.

Regular school attendance is essential if children are to maximise their educational opportunities. Interruptions in school attendance disrupt continuity of learning and have a negative impact on attainment. It is the school's responsibility to provide the best education possible. We can only do this if children attend regularly. There is a direct correlation between achievement and attendance.

No leave of absence will be granted in term time with the exception of:

- Religious observation
- Immediate Family Wedding or Bereavement at the discretion of the Headteacher
- Any other 'exceptional circumstance' at the absolute discretion of the Head teacher

The following will NOT be deemed to be exceptional circumstances:

- Family holiday
- Availability of less expensive holiday
- Availability of holiday accommodation
- Overlap with the beginning or the end of a term or a half term
- School holiday dates for a sibling school being different

Only the Head or Deputy Head is able to authorise a leave of absence in term time. If any parent would like to take their child out of school during term time the following procedure needs to be followed.

1. Parents must then complete a leave of absence form at least two weeks before the intended absence and ensure they have handed it into the office
2. The office admin team will date the form for the day received and complete the current attendance information; for a Reception child they will check the DOB and add it to the form.
3. The Leave of Absence form will be submitted to the head or deputy for consideration.
4. The Head or Deputy will decline or approve the request with reason, sign and date the form.
5. The office admin team will then scan the form and return it to parent/carer to inform them of the decision using the model emails on T2P
6. If the absence goes ahead and it is to be recorded as 'unauthorised' then a fixed penalty notice may be issued if the criteria is met to do so.

Fixed term notices may be issued by the LA if any of the following criteria apply to the absence:

- The period of unauthorised absence is **10 sessions or longer** (5 full school days)
- There have been 10 or more sessions of unauthorised absences within a rolling 10 school week period – these unauthorised absences can be for reasons other than this leave of absence such as late after the register has been closed; no reason for school non-attendance

Penalties for unauthorised absence			
First Fixed Penalty Notice	Timeline	One child	Two children
	Paid within 28 days	£80 per parent	£80 per child → £160 per parent
	After 28 days	£160 per parent	£160 per child → £320 per parent
	After 42 days	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance
Second Fixed Penalty Notice	Paid within 28 days	£160 per parent	£160 per child → £320 per parent
	After 28 days	£160 per parent	£160 per child → £320 per parent
	After 42 days	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance
Third Offence		Another course of action will need to be considered such as prosecution or other attendance legal intervention.	

Please note that the fixed penalty notices are per parent with parental responsibility.

If one parent with parental responsibility is taking the child out of school both parents will be issued with a fixed penalty notice unless there is evidence that this decision is not supported by the other parent.