**Request for Leave of Absence Authorisation Form**

From September 2013, Head Teachers can only authorise a request for term time absence in exceptional circumstances.

***Parent/Carer to complete this section:***

**Pupils’ details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Class** |  | **Year Group** |  |
| **Name** |  | **Class** |  | **Year Group** |  |
| **Name** |  | **Class** |  | **Year Group** |  |
| **Name** |  | **Class** |  | **Year Group** |  |

**Reason**

|  |
| --- |
|  |

**Dates (DD/MM/YY)**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** |  | **To:** |  |
| **Number of school days absent** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***For office use only:***

|  |  |
| --- | --- |
| **Additional Information** |  |

|  |  |
| --- | --- |
|  | Application for leave of absence has been authorised |

***Please note:*** *If your absence has been approved for an exceptional circumstance, it will be the one and only time during your child’s time with us at Edith Cavell Primary School.*

|  |  |
| --- | --- |
|  | Unfortunately, on this occasion your request has not been authorised; this is in line with current DfE guidance |

**Reason(s) for not authorising absence:**

|  |  |
| --- | --- |
|  | Due to a change in Government Legislation |
|  | Your child’s overall attendance is poor and is currently ..................% |
|  | Your child is often late for school |
|  | This request is taking place at the wrong time of year |
|  | You have already had an authorised absence during your child’s time at ECPS |
|  | You have already had unauthorised absence(s) during your child’s time at ECPS |
| **Additional information:**  |

**Please be aware that if your absence request has not been authorised and you still choose to take it, or your child returns after the expected date irrespective of the reason, you may be issued with a Penalty Notice from the Education Welfare Service on your return.**

If you have any questions, please do not hesitate to contact me.

Miss H. L. Cooke

Headteacher

**Absence in Term Time**

Some parents arrange family holidays/absences during term time, which lead to the following problems:

* Your child’s education could suffer
* Lessons and special curriculum activities are missed
* Whole curriculum topics will be missed
* Friendship groups can breakdown
* The class is disrupted
* You breach your legal obligations (Section 576, Education Act 1966)

There is a misconception that pupils are allowed to take 10 days holiday in term time per academic year. This is not true. Parents can request leave of absence but are not entitled to it.

School Governors wish to stress that any request for holiday/absences will be considered and the following factors will be taken into account:

* Your child’s overall attendance pattern
* How long the holiday will be
* The time of year and the likely disruption that this may cause (for example at the beginning of the school year or in May/June when children take tests)
* Previous similar requests (no second requests would be considered unless in exceptional circumstances)
* The clear educational nature of the proposed holiday

A response will be sent to you within 14 days of receipt of the request. If your request is refused but you still take your child on holiday/absence from school, this absence will be recorded as unauthorised and you may receive a Fixed Penalty Notice (£60 if paid within 21 days or £120 if paid within 28 days) from the Local Education Authority.

Any unauthorised absence is damaging to your child’s education as well as reflecting badly on the school. Please consider this matter very carefully before making a request for absence during term time.

Yours sincerely,

H. L. Cooke

Headteacher