



## Leave of Absence Request Form

The Department for Education have advised schools to only authorise leave of absence in 'exceptional' circumstances, hence School will not approve any absence in term time, except in such circumstances. The Headteacher will determine whether the reason given for requesting leave of absence is exceptional or not. Please also note that there is no automatic right to take holidays in term time, nor will your child/ren's overall attendance affect the Headteacher's decision.

Please complete the section below and return to school at least one month before the requested absence. Please note that taking your child away during the school term is detrimental to educational progress.

If leave of absence is taken without approval, this information will be passed to our Education Welfare Officer and a Penalty Notice may be issued without further warning. The first time a Penalty Notice is issued for a Term-Time Leave of Absence is £160 per parent, per child (if paid within 28 days) reduced to £80 per parent, per child if paid within 21 days.

The second time a Penalty Notice is issued for a Term-Time Leave of Absence the amount will be £160 per parent, per child (if paid within 28 days). Any leave taken after a second Penalty Notice may result in prosecution and fines of up to £2500 per parent, per child.

**Please allow ten working days for school to respond to your request.**

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Pupil's name..... Date of Birth..... Year/Class .....

Reason for absence in term time. (This must be completed) If the absence is for religious observance, please include the name and contact details of your place of worship. If you are travelling abroad for a religious ceremony, please confirm how many days the religious ceremony takes place for.

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Absence Period from (1<sup>st</sup> day of absence) .....to (last day of absence) .....

Return date to school date .....

Number of school days to be missed .....

Sibling details Name(s) / School(s)  
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Full name of Parent/Carer 1.....

Full name of Parent/Carer 2 .....

Signature/s of Parent/s /Carer/s..... Date.....  
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**School use only**

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Current attendance:

Absence added to Arbor:

Has leave of absence already been taken this year?

Yes

No

This request for leave of absence is

Approved

Not Approved

Days approved / unapproved:

Absence code to be applied to this request:

P – Approved sporting activity (authorised)

J – Interview / entrance exam (authorised)

H – Family holiday (authorised due to exceptional circumstances)

C – Other authorised circumstances

R – Religious Observance (authorised)

M – Medical/dental appointments (authorised)

G – Family holiday (not authorised)

O – Other unauthorised circumstances

Signed..... Date.....

Head Teacher