

## **LEAVE OF ABSENCE REQUEST FORM**

### **GUIDANCE**

**Requests for absence should be submitted as soon as you are aware of the need for leave &, where possible, not less than two weeks prior to the start of the absence.**

**Forms not received within this timescale may not be considered.**

**Proof (doctor's note, prescription etc) will be required for children who are absent from school with sickness the day before or the day after an authorised period of 4 days leave. If this is not provided the sickness will be unauthorised.**

### **The Trust's policy is not to authorise holidays during term time.**

When requesting an absence during term time parents/carers are requested to consider the following:

- By missing lessons will my child fall behind or fail to make progress?
- Will missing lessons interfere with preparation for national tests in Yr2 & 6 or with GCSE / A Level study?
- Has my child missed lessons during the school term due to ill health or other absences?

### **Penalty Notice**

A Penalty Notice (PN) may be issued for 10 sessions of unauthorised absence within a 6 week period. This may include 5 consecutive school days (which may be either side of any school holiday) of unauthorised absence, which could include a term time absence or holiday. If this request is for 5 or more school days continuous leave and is not authorised it will automatically be referred to the Education Entitlement Service for a Fixed Penalty Notice to be issued. The initial fixed penalty notice is currently £60 per parent per child i.e. a 2 parent family with 2 children would be fined £240, which needs to be paid to the Local Authority within 21 days. If payment is received between 21 – 28 days of issue the fine rises to £120 per parent per child i.e. £480 for a 2 parent and 2 child family. If payment is not received within 28 days of issue you may be prosecuted for the offence of irregular attendance and could be subject to a fine of up to £1,000 on conviction.

**Please note that the school does not receive any of this money.**

### **Further information**

For further information please refer to the School's Attendance Policy and the Department of Education website:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance>

### **Key dates**

Statutory School Assessments / GCSE / A Levels are carried out during the months of May & June. **No requests for leave during this time for year groups affected will be considered**

**REQUEST FOR LEAVE OF ABSENCE**

<b>Name of parent/carer completing this form:</b>		
<b>Relationship to pupil:</b>		
<b>Name of pupil(s):</b>	<b>Class/Tutor group:</b>	
<b>Name of pupil(s) at other Pathfinder Schools where absence is also being requested:</b>		
<b>Pupil(s):</b>	<b>Class/Tutor Group:</b>	<b>School:</b>
<b>Dates – from (first day):..... to: (last day).....</b>		
<b>Number of days requested:.....</b>		
I request permission for my child(ren) named above to be absent from school for the following reasons <b><u>(this must be completed)</u></b> :		
<b>Parental confirmation – both boxes must be ticked otherwise this could delay your request</b>		
<input type="checkbox"/> I have included/attached evidence (appointment card / letter / etc) to accompany this form as I understand that the school has a responsibility to know where my child is during term time		
<input type="checkbox"/> I understand the circumstances when a penalty notice may be issued.		

Date .....Signature of Parent/Carer.....

Date .....Signature of Parent/Carer.....

*Although we do not insist that both parents sign, the completed form will be returned to both parents with parental responsibility if living at separate addresses*

**FOR OFFICE USE ONLY:**

<b>Attendance to date this year:.....%</b>	<b>Attendance during previous year:</b>
.....%	
<b>Number of days requested to date:.....</b>	
<b>Authorised days:.....</b>	<b>Unauthorised days: .....</b>

**LEAVE OF ABSENCE REQUEST – RESPONSE**

Name of Pupil	
Class/Tutor Group	

I confirm that your request for ..... days of absence from.....to.....  
has been considered and will be recorded on the Attendance Register as;

- Authorised
- Unauthorised

Date .....

Signature of Head Teacher/Deputy Head

.....