

# Leave of Absence Request Form – please read both sides of this form



Schools can authorise absence only in exceptional circumstances. At St. Paul’s School, we aim to reduce the number of learning days lost through absence. All pupils at the school are given an attendance target of 95% as a minimum and this represents **good** attendance.

Please note: There is no general right for a school to authorise absence for a family holiday. If you take your child out of school without permission, the absence will be unauthorised. This could also lead to legal action. You are advised not to make any arrangements until your request has been considered.

Parents/Carers are required to complete this form and return it to the school office.

Child’s Full Name:.....Class.....

Date of absence requested: From.....To.....(inclusive)

Please provide details of request, along with evidence/letters or appointment times.

Name of parent/carer:..... Relationship to child:.....

I/We understand that the school is not obliged to authorise this request.

Signed:..... Date:.....

(For office use only) **Decision re: Application for Leave of Absence During Term Time**

Coding (please circle appropriate code):

- |                                           |                                  |
|-------------------------------------------|----------------------------------|
| C – Leave of Absence authorised by school | D – Dual Registration            |
| M – Medical/Dental Appointment            | R – Religious Observance         |
| P – Approved Sporting Activity            | B - Performance/Filming activity |
| O – Unauthorised Absence                  |                                  |

Other (please specify) –

Signature of Executive Head/Head of School: .....

Date: .....

*Please Note: Holiday absences which have not been agreed will be marked as unauthorised absences and may be referred to the Local Authority for consideration of a Penalty Notice or other action.*



## Leave of Absence Request Form – please read both sides of this form

### Family holidays and extended trips aboard during term time

You are requested under the Education Act (1996) to ensure your child attends school regularly. Amendments to the 2006 Regulations in Education (Pupil Registration) came into force in 2013. The amendments make it clear that Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.

Before completing this application, we would advise that you consider how the absences will affect your child's education. National statistics show that **10 days of absence across an academic year** will have a negative effect on attainment, well-being and wider life chances. Schools are not obliged to provide work for pupils taking leave of absence.

The government advises that any absence after a refusal of leave of absence must be recorded as unauthorised by the school. As you may be aware, an accumulation of unauthorised absences may result in legal proceedings against you, through a Fixed Penalty Notice or the Magistrates Court.

If the Executive Head of Head of School does not approve an application for a leave of absence, an appeal can be made through the Board of Governors. This cannot be made retrospectively.

### Fixed Penalty Notices

The Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences.

Where a pupil has 10 or more unauthorised absences (5 days) due either to a holiday that has been taken without permission or where a parent has been refused a request for leave of absence for 10 or more sessions (5 days), a penalty notice may be issued.

Each penalty notice carries a fine of £60 per pupil, if paid within 21 days of the penalty notice being posted. This rises to £120 if the fine is not paid within 21 days. The local authority may then consider prosecution for the non-attendance.