

LEAVE OF ABSENCE REQUEST FORM

All schools expect attendance to be 100%, unless there are exceptional or unavoidable reasons for absence. The law does not grant parents/carers an automatic right to take their children out of school during term time. By law, all children of compulsory school age (between 5 and 16 yrs.) must receive a suitable, full-time education suitable for the age and ability of the young person. Parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs. Due to the disruptive effect on a child's education, parents/carers are strongly urged to avoid booking a family holiday during term-time. Unauthorised leave of absence could result in a Penalty Notice fine being issued. You are advised not to make arrangements until your request has been considered by the school.

Please read the guidance overleaf with regard to the circumstances under which absence might be authorised and the penalties which may be levied should you remove your child from school without authorisation having been granted.

To: The Headteacher, Brampton Village Primary School

I wish to have an absence of days authorised due to exceptional circumstances, for:

Child's Name Class

Name of Parent(s)/Carer(s).....

First day of absence..... Last day of absence

Please fully explain the exceptional circumstances that you would like the school to consider. *Before completing this section please read the guidance overleaf.* Please continue on a separate sheet if needed and provide supporting evidence.

Signature of Parent(s)/Carer(s)

Date

Office use only

Date form received	No. of school days absence requested	Current % attendance	Attendance code	Date entered onto SIMS

Signature of Headteacher

Date

ABSENCE FROM SCHOOL IN TERM-TIME

Parents/carer have a legal duty to ensure that their child receives an education suitable to his/her age, ability and aptitude and any special needs. **School attendance is expected to be 100% unless there are exceptional or unavoidable reasons for absence**, which would then be authorised.

Authorised and Unauthorised Absence

Schools can only authorise absences for a limited range of exceptional circumstances. These are typically absences that are completely unavoidable.

Absences that will not be agreed might include:

- Arrival after registers have closed.
- Absences that are not properly explained by parents or child.
- Day trips and Term Time Leave
- Leaving the school without school's authorisation.

Examples of unavoidable absence from school are:

- Genuine illness
- Medical or dental appointment where an appointment could not be secured outside school hours. Evidence of appointments should be provided at the request of the school office.
- Days of religious observance

Requests for leave of absence will only be approved in very exceptional circumstances.

The fact that a holiday is cheaper in term time will not be considered an exceptional circumstance, nor will parents' working circumstances. No absences will be granted or authorised during SATs or other national test periods. All requests should be made to the Headteacher using this form and will be considered on an individual basis, the main factor being the effect on your child's education. If an absence in term time is authorised, it is important that your child comes back to school promptly.

We cannot prevent you from withdrawing your child from school but if the absence is recorded as unauthorised in the school register you may be at risk of a Penalty Notice being issued. If we believe that leave has been taken without any formal request to the school we reserve the right to challenge this by writing to you and allowing 7 days for you to prove otherwise. Should we get no response this will be recorded as unauthorised leave of absence.

If you have any issues with your child's school attendance please discuss this with your child's teacher, school support staff or the Headteacher who can offer support to ensure good school attendance without the intervention of the Local Authority.

You will be informed of the decision of this request in writing.

Penalty Notices

The Local Authority Code of Conduct in relation to Penalty Notices is available upon request for your information.

Should it be considered that as a parent you are unwilling to ensure your child attends school regularly without good reason, you could be:

- parents may be subject to a Penalty fine of £160 (reduced to £80 if paid within 21 days). Non-payment of this fine will result in case being listed for prosecution in the Magistrate Court, without further warning being issued.
- prosecuted in a Magistrates Court and fined up to £2,500 and/or imprisoned for up to 3 months in accordance with the Education Act 1996 Section 444.
- made the subject of a Parenting Order.
- your child may be made the subject of an Education Supervision Order in the Family Court.