

# LEAVE OF ABSENCE REQUEST FORM

The law does not grant parents/carers an automatic right to take their children out of school during term time. All schools expect attendance to be 100%, unless there are exceptional or unavoidable reasons for absence. Head teachers will consider applications on an individual basis, with the most important factor being the effect of an absence on your child's education. Permission must be sought in advance. 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 you 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.**

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.

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. All requests should be made to the Head teacher 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 Head Teacher 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.

The amount of a Penalty Notice is £60 per parent per child if paid within 21 days, increasing to £120 per parent per child if paid after 21 days and before 28 days. Should a parent or carer on whom a notice is served fail to pay the fine in full within the specified time he/she will be liable to prosecution in a Magistrates Court where on conviction a sentence of a fine up to £2,500 or up to three months in prison may be imposed.