

Request for Leave of Absence

To be completed and provided to the Headteacher **at least 2 weeks** in advance of the date of the requested absence

Name of School: Whittington Primary and Nursery School		Name of Pupil:	
Class:		Year Group:	
Dates of planned absence:		From:	To:
Confirmed date of return to school:			
Reason for Request (continue overleaf if necessary):			
Name of Sibling		Name of Sibling	
School Class/Year Group		School Class/Year Group	
<p>Parents are asked to note:</p> <ul style="list-style-type: none"> • The JTMATs Attendance Policy is to fully comply with Government regulations. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". • The school may seek advice from the Trust Strategic Attendance Manager and liaise with the head teachers at schools' siblings attend. • Requests for leave in exceptional circumstances should be made at least 2 weeks in advance of the event. • Retrospective approval for absence cannot be granted. Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher's decision is final. • Leave of absence will NOT be granted for pupils who have already been absent from school for 6 days or more, regardless of the reasons for previous absence. • Leave of absence will NOT be granted for pupils when the requested leave of absence will mean that they will have absence amounting to 6 days or more. • Leave of absence will NOT be granted for holidays during term time regardless of circumstances. • Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the school's decision, absence will be recorded as unauthorised and subject to a penalty notice. • <i>A Penalty Notice fine will be issued under the national threshold which is set at 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks. However, if parent(s)/carer(s) avoid the national threshold by taking several term time holidays below this threshold, or for repeated absence for birthdays or other family events, we may ask the local authority to consider whether a penalty notice would be appropriate.</i> • <i>The first penalty notice for leave in term time will increase to £160 per parent per child but can be reduced to £80 per parent per child if paid within 21 days.</i> • <i>If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child with no reduction for early payment.</i> • <i>A third penalty notice cannot be issued within a three-year period and therefore this will be dealt with through prosecution in the Magistrates Court. If you are found guilty the potential fine is up to £2,500.</i> • <i>If the penalty notice is not paid within the given period, the local authority will prosecute for the original offence to which the notice applies.</i> 			

- If the school grants a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the school reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a penalty notice.
- Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as unauthorised, a penalty notice requested, and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the school.

Name and Address of both parents (to be completed in all cases for all applications)

Signed (Parent with Parental Responsibility):

Date:

To be completed by school – copy retained on record – copy to parents

Pupil's current attendance % (YTD)	Leave absence already taken this academic year
Current number of days absence	
Number of days absence including this request for leave of absence	

Absence authorised	No further action	Register Code/Reason	
Unauthorised Absence	Penalty Notice		Register Code/Reason
	Yes	No	Not deemed as exceptional circumstances
	Yes	No	Unauthorised term time leave for a family holiday
	Yes	No	Pupil already absent for 6 days or more
	Yes	No	This leave of absence will give a total absence of 6 days or more
	Yes	No	Religious observance one day on the day that is exclusively set apart for religious observance by the parents' religious body.
	Yes	No	Exam period
	Yes	No	Other – please specify
Head Teacher Signature:		Date:	