

LEAVE OF ABSENCE REQUEST



Parents and carers are reminded that, in accordance with legislation and guidance from the Department for Education (DfE), approval for holidays in term time will rarely be given.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend.

Updated guidance from the DfE 'Working together to improve school attendance' (August 2024) makes clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**.

In the case of schools maintained by local authorities, a parent who the pupil normally lives with must request leave of absence in advance. Schools are then expected to consider each application individually taking into account the facts and circumstances, and relevant background context behind the request. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. The cost of holidays or the work shifts of parents cannot be considered as exceptional circumstances. Neither can a return to a country of origin, as the government considers that this journey could be made in school holidays.

Please do not be offended by a refusal as the school must adhere to the regulations concerning attendance.

The request form must be received by the school at least three weeks before the first day of leave to allow sufficient time for appropriate consideration.

NAME OF PUPIL: _____ CLASS: _____

Dates of proposed absence: From _____ to _____

Total number of days requested: _____

Please explain the reason for this request: Please attach a letter explaining the exceptional reasons if you are taking holiday in term time. Parents are strongly advised not to finalise any holiday booking arrangements before receiving the school's decision on their request.

If unauthorised leave is taken, parents may be issued with a Penalty Notice. This may result in a subsequent fine.

Parent/carer signature: _____ Please print name: _____

Relationship to student: _____ Date: _____

Please tick if you and the student reside at the same address:

Please note: Leave of absence requests should be completed by a resident parent/carer. If you do not reside at the same address as your child we will contact the resident parent/carer to check their agreement with this request.

Please return your completed form to the school office. It will be returned to you with a decision.

To be completed by the school: _____ Current attendance percentage: _____

Leave of absence authorised between _____ and _____

Leave of absence refused. Any absence from school between the dates above will be marked as unauthorised.

Signed: _____ Headteacher Date: _____ Form returned to parent on: _____