



Leave of Absence Request Form

Dear Parents/Carers,

The law does not grant parents an automatic right to take their child out of school during term time.

The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in "exceptional circumstances".

At Ashfield Infant and Nursery School, whilst acknowledging that each family's circumstances are different, we are dedicated to the education of all our pupils and it is proven that regular attendance at school is essential to success.

Every day and every lesson count. As you are aware, any absence from school will disrupt your child's learning. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed. This poses a potential risk of the under achievement for your child and other students in the class. This is something we all have a responsibility to avoid.

You need to request a leave of absence by completing the form on the reverse of this letter. If the holiday is not considered to be an exceptional circumstance, and you choose to ignore this and take your child out of school for the leave of absence, this **will be recorded as unauthorised leave**.

All unauthorised absences, including holidays that have not been sanctioned by the Headteacher, are accumulated and parents who fail to ensure regular attendance of their children at school can be issued with a Fixed Penalty Notice under Section 444 of the Education Act 1996. The amount is £60 (per parent per child) if paid within 21 days and £120 (per parent per child) if paid between 21 and 28 days. Failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

All leave of absence requests must be completed on the form overleaf. Letters will not be accepted. This form should be returned to the school at least 7 days before the start of the holiday.

All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively.

In considering the decision whether to authorise your request, the following will be considered: -

- Reasons given for the holiday / absence;
- Any holiday absence in previous academic years (authorised or unauthorised)
- Your child's current and previous attendance record; this includes attendance in the current academic year - which should be over 96% - as well as attendance in previous academic years.
- Whether your child is making good progress.

It is essential that you take all of the information above into consideration when planning a holiday or absence in term-time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Barclay', written in a cursive style.

Mrs A Barclay



Pupil Name _____

Class _____

Dates of Absence Requested;

Date of first day of absence am or pm

Date of return to school am or pm

Number of school days that your child will be absent from school

Please detail the exceptional circumstance for which you are requesting leave of absence

Names of other school aged children that this request is being made for	School Attended

I understand that if the absence request is unauthorised the Local Authority may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of school and that this is a fine of £60 if paid within 21 days and £120 if paid between 21 and 28 days. I also understand that failure to pay a Penalty Notice will result in prosecution, except in limited circumstances.

Name(s) of Parent/Carer (s) making application:

Dr/Mr/Mrs/Ms/Miss Forename..... Surname

Dr/Mr/Mrs/Ms/Miss Forename..... Surname

Signed: Date:.....

Please ensure you are giving at least 7 days' notice for the proposed absence. Retrospective applications cannot be authorised.