



REQUEST FOR LEAVE OF ABSENCE

Once completed, please return this form to your Head of Key stage

Name of Student		Tutor Group	
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Dates of proposed absence:-

From: *(first day of absence)*: _____ **to:** *(last day of absence)* : _____

Total number of school days requested: _____

Please give the reason for this request. *If 'Family Holiday' please attach a letter explaining the reason you are requesting a holiday in term time.*

Holidays taken during term time have a direct impact on students' education and affect the results of Controlled Assessments and GCSEs. New Government Legislation states that requests for Family Holiday will only be granted during term time if the Head Teacher considers it to be exceptional circumstances. It is only the Head Teacher who can approve or decline requests. This is in line with the Department for Education guidance on holidays in term time. If a request is declined and there is unauthorised absence during these periods, the school may instruct the Local Authority to issue a Penalty Notice. This may result in a subsequent fine of £60 (minimum) per parent for each child.

Disclaimer:

Taking a child out of school during term time is a Criminal Offence under Section 444(1) of the Education Act 1996 and can lead to prosecution. A Penalty Notice is an alternative to prosecution and gives you the option of paying a fine before court action is initiated. Birth and step-parents have "educational parental responsibility" therefore, Penalty Notices may be issued to all parties.

Please sign disclaimer as read and understood.

Parent/Guardian signature _____

Is this your first request this academic year: YES / NO

If no, please give details of previous requests

I understand that it is the responsibility of the student to catch up with all work missed during the leave of absence period.

Does the student named above have siblings at local primary school? If yes, please complete the following:

Name of sibling/s: _____ Primary School attended: _____

Parent/Guardian signature :

Please print name :

Date :

Are you the resident parent : YES / NO

(Please note that if you do not reside at the same address as your child we will contact the resident parent to check their agreement with this request)

FOR OFFICE USE ONLY

Authorised / Declined *(Please delete as appropriate)*

Date received by PSA: _____

Date: of response to Parent/Carer: _____

Signed by the Head Teacher: _____

Date: _____

Any additional notes _____

Reply: Email/ Text/ Letter

Current Attendance ☐

Attendance Code ☐

Entered on SIMS ☐

Sibling School Contacted ☐

Previous PN ☐

Legal Information regarding Term Time Holiday and Penalty Notices:

New Government Legislation states that requests for Family Holiday will only be granted during term time if the Head Teacher considers it to be extreme exceptional circumstances. It is only the Head Teacher who can approve or decline requests. This is in line with the Department for Education guidance on holidays in term time. If a request is declined and there is unauthorised absence during these periods, the school may instruct the Local Authority to issue a Penalty Notice. This may result in a subsequent fine of £60 (minimum) per parent for each child.

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No parent has the right to take a child out of school during term time. This is a criminal offence a PN discharges the parent’s responsibility to be prosecuted. Only the Head Teacher can authorise absence. Only the Head teacher can authorise Family Holiday.

If a late request for Leave of Absence is submitted, it is the parents’ responsibility to check whether or not it has been approved. It is not the school’s responsibility to correspond. There is no right of appeal to parents when contesting the Head Teacher decision. If parents are aggrieved by the decision they should seek Legal advice and apply to the courts for a judicial review.

Penalty Notices may be issued for the following:

- Truancy (condoned or otherwise)
- Punctuality (U=After Registration Closed only)
- Avoidable absence: Birthdays, Shopping, Treats, Concerts etc.
- Absence before/after a school holiday
- 10+ Unauthorised Absences in Year 11 (Penalty Notices can be issued up to 3 times in the academic year)
- There are no concessions for Armed Forces (unless R&R from Afghanistan or Iraq etc.) or serving Police Officers unless notified by the Home Office i.e. Olympics when all Police LOA was cancelled.

The above information has been provided by a Swindon Borough Council Solicitor.