



LEAVE OF ABSENCE REQUEST – 2019-20

Leave of Absence requests should be completed by the Parent or Carer and submitted to Main Reception no fewer than **two weeks** in advance of the proposed absence.

Please note that The Education (Pupil Registration) England Regulations 2006 have been amended in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 which will be in force from September 2013.

Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers determine the number of days a student can be away from school if the leave is granted. All requests for leave of absence are therefore dealt with in accordance with the provision laid down in the regulations.

A total of thirteen weeks' holiday is already available to all parents. Absence at any time would inevitably lead to your son/daughter missing valuable teaching time or even examinations. Please also be aware that if this absence is unauthorised and your son/daughter's attendance becomes a concern the holiday absence will be taken into consideration.

It is the student's responsibility to prepare for the absence in advance by speaking with staff about the work that will need to be covered. However, tests cannot be rearranged to accommodate such absences. This could have a detrimental effect on subsequent examination performance.

You may be guilty of an offence under Section 444(1) or Section 444(1A) of the Education Act 1996. The maximum penalty for these offences is a fine of £2,500, 3 months imprisonment or both. Alternatively, the Local Authority/School may choose to impose a Section 444A Penalty Notice in the order of a fine instead of prosecuting for the offences given above. The amount of the penalty notice is £60.00 if paid within 21 days. If paid after 21 days but within 28 days, the penalty notice is doubled to £120.00. Failure to pay a Penalty Notice will result in prosecution except in limited circumstances.

I request permission for:

Name of Student _____

Form _____

To be absent from school from _____ until _____ Number of School days _____

Reason for request _____

Signed _____ (Parent/Carer) Date ____

Please print name _____

For school use:

Received by Reception- Date: _____ Initials _____ Attendance _____ G = _____ H = _____

JHW agreed exceptional circumstances Yes / No

Comment from JHW _____

Date letter sent home _____ Duplicate correspondence Yes / No

Mark given: J G H V C P (Please circle)

Date recorded _____ Initials _____