



**WAVENDON GATE SCHOOL
PUPILS' LEAVE OF ABSENCE FORM**



Application for leave of absence for a child in term time in exceptional circumstances only

Please complete this form at least a week in advance of the absence. We will complete the pro-forma at the bottom and return it to you.

Please note: Parents do not have any legal entitlement to take their child on holiday during term time.

Child's Name Class.....

First day of leave requested date Time

Last day of leave requested date..... Time

Expected date of return to school Time

Total Number of school days requested

Reason for Proposed Absence – please provide reasons to support the application including evidence e,g Letter, Text or Email.

(They can only be exceptional circumstances- see overleaf before completing)

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Signed(Parent /Carer) Date

Print name:

School use only

Child's name Class.....

First date of absence requested

Last date of absence requested

Expected date of return

Absence authorised: Yes/No

The reasons for this decision are

.....

Signature of Headteacher or attendance lead Date.....

Please request an appointment with the headteacher if you would like to discuss your request for leave.

Parents need to be aware of our policy and procedures with regard to the following issues:

Medical appointment:

- Such appointments count as absence. Where possible, these should be arranged for out of school hours. Requests for students to attend such appointments during school hours should be made in advance, where this is known, using this form.

Day of Religious Observance:

- This counts as an absence. We will authorise a maximum of one day for each relevant religious festival. This is provided that a request is made in advance of the absence. Time taken in excess of one day will be recorded as 'unauthorised' absence.

Holiday:

- Holidays taken during school time will not be authorised.

Leave of Absence:

- Requests for leave of absence will be dealt with on a case by case basis. Such requests will only be granted 'in exceptional circumstances'.
- Where a request for leave of absence is granted, it will be recorded as an 'authorised absence'.

Unauthorised absence and the 'Fixed Penalty Notice Scheme':

- Absence taken when not authorised by the school will be recorded as 'unauthorised absence' and will be subject for consideration under the Fixed Penalty Notice scheme.

The Education (Pupil Registration) (England) Regulations 2006 as amended by Education (Pupil Registration) (England) Regulations 2013 state:

SCHOOL

1. Head Teachers shall not grant any leave of absence during term time unless:

- A) An application has been made in advance, by the parent with whom the child normally resides.

AND

- B) They consider there to be exceptional circumstances relating to the application.

2. The Head Teacher must be satisfied that exceptional circumstances warrant the granting of a leave of absence.

3. The Head Teacher can determine how long an absence should be and any additional absence will not be authorised.

PARENTS

- Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996).
- If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996).
- Parents whose children have unauthorised absence may be subject to a Fixed Penalty Notice and/or prosecution.
- Any Fixed Penalty Notices issued and/or prosecution will apply to each parent for each child who fails to attend school.
- The application must be made in advance by the parent(s) that the child normally resides with.
- Any leave of absences taken which have not been requested in advance will be recorded as unauthorised.
- Parents can be issued with a Fixed Penalty Notice or prosecuted for unauthorised absence including holidays.

We have a shared responsibility to ensure that the law is upheld and that your child achieves to his/her full potential. We look forward to your co-operation