



Dear Parent/Carer

### **Requests for leave of absence**

This letter is to advise you about the school's policy for dealing with requests for leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays, this has to be balanced against the effect on pupils' progress at school.

With effect from September 2013, the government has abolished the right of headteachers to authorise absence specifically for holidays of up to ten days per year if special circumstances exist. Instead, headteachers will only be allowed to grant leave of absence for any reason if they are satisfied that exceptional circumstances exist.

**The effect of this change means that the government expects it to be extremely unusual for leave of absence, including holidays in term time, to be permitted by schools.**

If, due to exceptional reasons, you do need to request leave of absence, please do so by completing the form overleaf at least four weeks before the start of the proposed absence.

Both the school and Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission, a formal request will be made for the issuing of an Education Penalty Notice from the Local Authority. This triggers fines of £60 (rising to £120) per parent per child.

Yours faithfully

**Mrs Jackie Band  
Principal**

**Leave of absence request form**

Name of child:	
Form:	
Name of parent:	
Address:	
Telephone:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reasons for request:	
<b>Office use only</b>	
I have considered your request and can advise that	
<input type="checkbox"/> I am willing to grant leave due to exceptional circumstances	
<input type="checkbox"/> I am <b>not</b> willing to grant leave for the following reason:	
Signed:	Principal
	Date: