



## Request for Leave of Absence Form

Dear Parents/Carers,

There will be times when it may be necessary to be absent from school for certain events. However, due to the evidence of the impact of low attendance on learners' success the Department for Education has made changes to school regulations and Headteachers are **not allowed to authorise leave of absence for family holidays**. Leave of absence is only to be granted by the Executive Headteacher for **exceptional circumstances**.

We appreciate that exceptional circumstances do arise and would ask that, wherever possible, you apply for leave of absence at least 4 weeks in advance and explain what the exceptional circumstances are. You will be required to provide evidence in support of your application. We understand that absence due to bereavement may be sudden and that in these instances the notice period may not be given.

Name(s) of child(ren)	Year and class/tutor group
Proposed absence dates (inclusive); From <span style="float: right;">To</span>	
Please explain below the exceptional circumstances below and include/attach supporting evidence.	
Signature of Parent/Carer	Date

### Office Use Only

Student's attendance for previous 12 months		
Is this deemed exceptional?	Yes	No
Authorised	Yes	No
Approved Enrichment Activity eg sport, music etc	Yes	No
Comments if required		
If previous 12 months' attendance is below 95% a referral will be made to the Local Authority who may issue a fine. If attendance during the previous 12 months is over 95% a warning letter will be issued.		
Signature	Date	
Peter Eyre Executive Headteacher		

## For your information

Although each request will be judged individually, as general guidance the information below includes the circumstances in which it is expected that authorisation for absence will NOT be granted by the school:

- Learners in an external examination/assessment term
- In the first half-term of the Year as learners settle in
- During transition periods
- If the learner has less than our target attendance over the previous 12 months (currently 97%)
- If a holiday warning letter or penalty notice has been issued in the previous 12 months

If unauthorised leave is taken then the school will refer the case to the Local Authority who may consider taking further action, particularly at the following critical times and circumstances:

- At any time in September
- At any time during formal external examination periods, e.g. Year 1 phonic tests, Year 6 SATs, Year 2 SATs and Key Stage 4 exams, e.g. GCSEs and during exam preparation time
- A **warning letter** will be issued for any student whose attendance is 95% and above during the previous 12 months leading up to the unauthorised leave of absence
- A **penalty notice** may be issued for any student whose attendance is below 95% during the previous 12 months leading up to the unauthorised leave of absence
- A **penalty notice** will be issued if a warning letter has been issued during the previous 12 months

A **penalty notice** is a fine of £60 if paid 1 – 21 days after issue, increasing to £120 if paid between 22 - 28 days. A separate penalty notice is issued for each child and each parent/carer

**The school does not issue or administer Penalty Notices and, once issued, has no powers over their enforcement**

Contact details for the Local Authority

Attendance Welfare Service  
Redcar and Cleveland House  
Kirkleatham Street  
REDCAR, TS10 1RT  
Telephone 01642 837710