

RE: Leave of Absence

Dear Parent/Carer,

Please complete and return the attached form to the Academy straight away, providing as much information as possible. Completion of the form does not guarantee that your request will be approved, and if you fail to provide **evidence of exceptional circumstances** your request will be automatically declined.

As you will be aware, as of 1st September 2013, Head Teachers are no longer able to grant any leave of absence unless there are exceptional circumstances. It is also stated in our school policy that all requests for leave of absence should be made in writing, in advance of the proposed absence.

Unauthorised absence for 20 school days or more puts you at risk of losing your child's school place and will be reported to the Child Missing Education team at the Local Authority.

I must warn you that failure to ensure your child's attendance is an offence under Section 444 of The Education Act 1996.

Should you take an absence from school without approval, or if the reasons given for your child's absence from school are not satisfactory, then the Local Authority may take legal proceedings against you for your failure to comply with the law. This may result in:

- A Penalty Notice requiring the payment of a penalty up to £120 per parent per child. Failure to pay the penalty due will result in prosecution before Magistrates Court.
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1,000.
- Prosecution under Section 444(1a) Education Act 1996 where if convicted you may be fined up to £2,500 and/or a custodial sentence.

Please consider whether the absence you are requesting is necessary or whether alternative arrangements are possible.

Yours sincerely



Miss SJ Hope
Attendance Officer

Leave of Absence Request Form

Child's Name:		D o B:	
Class:		Year:	
Main Parent(s)/Carer(s)			
Surname:		Surname:	
First Name:		First Name:	
Date of Birth: (for legal purposes in the event of prosecution)			
Date of Birth:		Date of Birth:	
Address and Postcode:			
First written language if not English:			
Telephone contact No's:			
Siblings / Siblings School (if different)			
Siblings / Siblings School (if different):			
Additional Parent/Carer (Please complete if parents live separately)			
Surname:		First Name:	
		D o B:	
Address and Postcode:			
Telephone contact Nos:			

Start date of absence:	
Last date of absence:	
Exceptional circumstance resulting in this request for absence, WITH EVIDENCE ATTACHED : Types of evidence can include, booking details, flight documents, invitations, certificates, Appointment letters:	

I/We understand that a penalty notice may be issued if this request is denied and my/our child is absent during this period.
 I/we understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

(All parents/carers to sign where appropriate)

Signed:		Full Name:		Date:	
Signed:		Full Name:		Date:	

To be completed by the school:

Date Received by School:	
Total number of days requested:	
Leave of absence AGREED / DECLINED for the following reason/s:	
Date of decision letter sent to each parent/carers:	
Headteacher:	
Signed:	
	Date: