



Leave of Absence Request Form

The Education (Pupil Registration) Regulations 2006, as amended 2013 - Request for authorisation of a Pupil Absence Request for Exceptional Circumstances

Please be aware that no term time holidays will be authorised. Pupils absent from school for the purposes of going on holiday will be fined. The Headteacher's decision will be final

Please return completed forms via email to: admin@placefarm.org.uk

Name of pupil:	
Class/Year Group:	
Names of any siblings attending schools within the Trust:	Name: Year/Class: School:
Name of both parents:	
Address of parents: (Both if not the same)	
Telephone number:	
Start date of proposed leave:	
End date of proposed leave of:	
Total number of school days missed:	
Reasons for request:	

Dated _____

Signed _____

NB: Amendments to the 2006 regulations (2013) make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents do not have the automatic right to withdraw pupils from school and, in law, must apply for permission in advance. The school will always want to discuss this with you personally. Please complete this form and send to the Headteacher. You are advised not to make any arrangements until your request has been considered by the school. This school will not authorise the request for absence from school if your child's attendance is below 90%. Any absence which has not been agreed in advance by the Headteacher is marked as 'Unauthorised Absence' and may result in a Penalty Notice being issued (see back of form for details of this

Exceptional circumstances are defined as:

- Forces Personnel on leave from a foreign posting
- Exceptional significant family events or circumstances - these will be considered on an individual basis with you

The Headteacher will consider every above request individually, but the following will not meet the criteria set by the DfE:

- Relatives coming to visit
- Holidays in England and abroad
- Family day trips
- Employers declining parents leave during school holidays.
- Visiting family/friends that have different half term holidays and may include refusal to attend family weddings and visits to see family abroad.

Authorised officers have the discretion to issue a penalty notice without warning where the parent has chosen to take the child on leave during term time without authorisation or evidence is subsequently found to suggest a child was away from school with the knowledge of the parent and does not meet the statutory defences mentioned below.

Penalty Notices

Through section 444A and section 444B of the Education Act 1996, it has become possible that certain cases of unauthorised absence can be dealt with by way of a Penalty Notice. Penalty Notices require each parent of a child of compulsory school age, whose attendance has been unsatisfactory, to pay a penalty, currently £60.00 if paid within 21 days or £120.00 if paid within 28 days. If you do not pay the Penalty Notice, such cases you will be automatically summonsed to appear in Court for an offence under Section 444(1) Education Act 1996 and can result in a criminal conviction recorded against you. Courts have a wider range of sentencing options, which could include a maximum fine of up to £1000. The only statutory defences to the offence under Section 444(1) Education Act 1996 are:

- The child was absent for medical reasons
- The LEA failed to provide transport when required to do so
- The absences were due to religious observance
- You had permission of the school or there was an unavoidable cause

SCHOOL USE ONLY:

Specify dates unauthorised:

Specify dates authorised:

Signature of Headteacher:

Information added to SIMS: