



The Gainsborough Parish Church Primary School

Request for leave of absence from school during term time

*The law states that parents do not have an automatic right to take their child out of school for holidays during term time. The headteacher can authorise term-time absences in **exceptional circumstances**.*

Name of Pupil.....Class.....

Address.....

.....

I would like to request.....days absence from.....to.....

Return to school on.....

Reason for leave of absence – Include as much information as possible. If you are requesting leave of absence for a family holiday because holiday leave or rotas mean you cannot take this in school holidays please provide the following for the whole school year: *Holiday leave requests to employer *Holiday leave confirmation from employer *Holiday booking confirmation or *Work rotas. Failure to provide this information will result in your child’s absence being recorded as unauthorised. A Fixed Penalty will then be issued by the Local Authority.

.....
.....

1st Parent/carer details

2nd Parents/carer details

Name.....

Name.....

Address.....

Address.....

.....

.....

Tel Number

Tel Number.....

I have read the school attendance policy and understand that taking leave of absence in term time may result in a Fixed Penalty Fine being issued.

Sign.....Parent/Guardian

Received by.....Date.....

Recorded Action by School Office – (for school use only)

1. Exceptional Circumstances Yes/No.....
2. Telephone Call.....
3. Meeting Request.....
4. Head Teacher decision.....
5. Letter.....
6. Records updated on system.....



The Gainsborough Parish Church CE Primary School

Leave of Absence Policy

Children should be in school every day. Absence is disruptive for them and for the school. We recognise that some absences, like illness, may be reasonable and unavoidable and leave can be authorised in some circumstances. If a leave of absence is requested for a reason other than a child's illness, it **MUST** be discussed with the school **BEFORE** the leave is taken. Leave should only be requested for the shortest time possible. Trips of more than a few days should normally include times when the school is closed or only part of the absences may be authorised. Any leave may be refused at certain times of the school year, such as during SATS or assessment times. Any leave of absence requests need to be submitted 2 weeks before the proposed absence – if not the absence will automatically be recorded as 'unauthorised'. However, this is not the case when a sudden serious incident occurs. In these cases a request form should still be submitted at the earliest opportunity so that the correct code can be entered into the register.

The Head Teacher has the power to grant leave in 'exceptional circumstances' only. These might include:

- Sudden unexpected incidents, such as when a family member dies or is very ill, or on other compassionate grounds
- Special 'one-off' family events such as weddings and funerals
- Opportunities to travel overseas for special events which cannot be held in school holidays.

These are only examples. If parents/carers think the reason they need leave is 'exceptional', details of the reason must be included on the Leave of Absence Request Form which must be submitted at least two weeks prior to the leave date otherwise the pupil's absence will automatically be recorded as 'unauthorised'. It must not be assumed that permission will be granted for an individual's request because leave was given to someone else. Every request will be treated on its merits by the School Family Worker and Head Teacher and the full circumstances will not always be made public. Leave will not be granted if it results in a child's overall attendance falling below 90%.

The school can impose reasonable sanctions for unauthorised absences including extra work to catch up or the loss of attendance rewards for your child. **In the most serious cases, unauthorised absence can be classed as an offence by the parents and they could be subject to a Penalty Fine by the Local Authority.**

AR Oct 17

Dated Reviewed and Approved by the Governing Body:

Signed:

Chair of Governors

Review Date : September, 2018