

**REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL
DURING TERM TIME**



Pupil :

Year Group :

Address :

.....

I wish to apply for my child to be absent from school

I understand that high levels of absence have a negative impact on the learning and development of my child.

Reason for absence:

.....

.....

.....

Please note that any applications for leave of absence for the reason of a family holiday will NOT be considered unless there are exceptional circumstances involved. If you are wishing to make such an application, a detailed written reason must accompany this form and a final decision will be made. You may also wish to contact the school prior to handing in this for to discuss your circumstances.

For any absence requested by an outside organisation (e.g. an approved sporting activity, music exam, dance event) please attach a letter addressed to the Head teacher from the organisation, requesting permission leave with reasons and dates.

Date of first day of absence :

Date of last day of absence :

Total number of days missed through absence :

I make application for my child named above to have authorised absence for the reason stated. I understand that if the request is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a Summons for irregular school attendance.

Name of Parent/Carer making the application :

Parent/Carer signature : Date :

**PLEASE RETURN COMPLETED APPLICATION FORM TO THE SCHOOL RECEPTION
GIVING AT LEAST 4 WEEKS NOTICE OF INTENDED ABSENCE**

For Office use only

Current Attendance :

Number of days requested :

Number of authorised absences :

Number of unauthorised absences:

Request Authorised : YES NO

Signed :

Date :

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Dear Parent/Carer,

Leave of Absence Requests

As part of the ongoing drive to raise standards and achievement for all pupils, the government has instructed ALL schools to make amendments to their policies on applications for leave of absence. These changes are part of the wider national agenda to improve attendance at all levels of schooling, as research continues to show the clear link between regular attendance and consistent good progress.

The amendments to policies focus mainly on holidays taken during term time. Therefore, from September 2013, schools have been instructed **not** to authorise any applications for holidays during term time unless there are exceptional and extreme personal circumstances to be taken into account. In these cases, a detailed written reason explaining the circumstances must accompany the request and school will then make a final decision. However, even in cases of extreme circumstances, the school must always consider the educational implications of any absence on a pupil's progress and will look carefully at previous attendance before making a final decision. Please note that issues such as parents' annual leave, financial costs (cheaper holidays) or family birthday etc will not be considered as exceptional circumstances.

For further information please visit the following government websites.

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

<http://media.education.gov.uk/assets/files/pdf/a/advice%20on%20school%20attendance%20-%20final%20cleared%20v2-march22.pdf>

As the Kimberley Family of Schools, we are keen to ensure consistency in issues that are common to all settings. Therefore all schools within the family will be following the same procedure for applications for leave of absence.

We are aware that for some families, the new regulations may create difficulties, however, we are committed to ensuring that all pupils have the best opportunity to make progress and support any developments that enable them to do this. We will be working closely with Nottinghamshire County Council Targeted Support Service in order to monitor and record all applications for leave of absence. Please note that any unauthorised holidays will be recorded as unauthorised absence and may lead to involvement of Targeted Support Services and subsequent further action. Also any such absence masquerading as illness will also be recorded as unauthorised.

Parents wishing to make an application should do so at least 4 weeks in advance of the planned absence by using the Leave of Absence Form available at the Office and on the website.

We are proud of our current attendance records and thank all parents for their continued efforts to ensure that pupils attend school on a regular basis. We hope that we can count on your continued support with this.

Yours sincerely

Linda Azemia
Head teacher