Redwell Primary School

Request for Leave of Absence Form

Redwell Primary School aims to ensure that all pupils receive a full time education which maximises opportunities for each child to realise their full potential. This can only be achieved if a child attends school regularly and punctually. Children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence by the parent.

This form is to be completed by the Parent/Carer and returned to school prior to the requested period of absence. **Please note:** we advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first. Headteachers/Principals cannot retrospectively authorise absence from school under any circumstances.

In line with government changes that came into effect from September 2013 holidays will not be authorised in term time. **From June 2016 any request for 5 days or more will be referred to the Education Entitlement Service. See over for details.**

Section (a) – to be completed by Parent/Carer:

To: The Principal of Redwell Primary School

Name of Child: .... Class: ....

Reason for absence (please attach supporting documents – see over for details):

Dates from:.......................... To:............................ Total Number of days: ....

Requested by: …………………………….. Signature …………………………. Date: ………………………….…

You will receive a copy of the completed form notifying you of the decision made.
If your request is authorised, you are required to ensure that your child catches up on any missed school work. This is the parent's responsibility and school are not obliged to provide work for your child to complete.

Unauthorised Leave of Absence

Government guidelines, which came into effect on 1st September 2013, prevent Head Teachers from granting any leave of absence during term time, unless there are exceptional circumstances.

Any requested for **5 days** or more will be referred to the Education Entitlement Service for consideration of further action. This could result in an initial **Penalty Notice** of £60 per parent/adult for each child if paid directly to the Local Authority within 21 days, or £120 if paid after 21 days but within 28 days of receipt.

If the Penalty Notice has not been paid within 28 days of issue, the Local Authority may instigate legal proceedings under Section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

Can I take my child out of school for a family holiday?

No. Headteachers/Principals cannot and will not authorise school (or other educational establishment) absence purely for the reason of a family holiday. If you feel you have an exceptional circumstance, you must speak to your headteacher/principal prior to making any arrangements or taking any absence. There is, however, a discretionary power held by headteachers/principals to authorise absence on exceptional circumstances. **Please note: this is not an entitlement and a family holiday is not an exceptional circumstance.**

What evidence is needed?

The evidence you will need to provide depends entirely on the what type of leave from school you are applying for.

A wedding abroad needs evidence of the event and can include invitations and evidence of travel/accommodation reservations.

For time off to attend a funeral you may even be required to provide a death certificate.

The evidence you will be required to provide may be specifically requested by the school. If you are unable to provide evidence then the request will be refused.

Section (b) – to be completed by the Principal or appointed Vice:

AUTHORISED Number of days: ………………………	UNAUTHORISED Number of days ……………………..
☑ Days of religious observation ☑ Exceptional circumstances ☑ Attendance at external examinations	☒ Holidays ☒ Keeping children off school unnecessarily ☒ Unexplained absences ☒ Lateness
Notes: **Confirmed by Principal:** ……………………………………………… **Date:** ………………………………	

Current attendance : ……………………………………. (Office use only)