



## Guidance for Requesting a Leave of Absence

The following procedures have been implemented to ensure the school meets its legal requirements, based upon law enshrined in the Education Regulations acts of 1991 and 1995.

**Please read the information below before requesting a leave of absence for your daughter.**

- A leave of absence is not an entitlement and as a school we take the view that absence, of any duration, will have an adverse impact upon a pupil's education. In line with government guidance, a leave of absence will only be authorised in the most exceptional circumstances. **It should be noted that family holidays are rarely permitted.**
- Applications should be requested before any expenses are committed. **Costs already incurred are not considered when a leave for absence request is reviewed.**
- Requests for leave of absence must be made on the attached form and submitted, whenever possible, at least three months before the planned absence.
- A leave of absence will not be authorised retrospectively.
- **A request for a leave of absence involving a pupil missing 4 or more days of school will not be authorised without a formal discussion between a parent/guardian and a member of the school's Senior Leadership Team.**
- **In the event that the above named child isn't resident with both parents, signatures from both parents are required.**
- Under NO circumstances will a leave of absence be authorised if:
  - the pupil's attendance over the past year is less than 92%;
  - there are public examinations or coursework deadlines during or immediately after the proposed leave;
  - the student has a serious work deficit; or
  - a leave of absence has previously been authorised.

Please note, if a leave of absence is taken without permission, the absence will be recorded as unauthorised. Unauthorised absence is shown on reports and ultimately on school references. Unauthorised absence can lead to the local authority issuing a fixed penalty fine. **The fine for unauthorised absence currently stands at £120 per parent per child.**



Please ensure you have read the attached guidance before requesting a leave of absence.

Please note: There is no entitlement to a leave of absence. A leave of absence will only be granted in exceptional circumstances. An unauthorised leave of absence could result in each of the pupil's parents/ guardians being issued with a fixed penalty fine.

Name of student:

Form:

**I wish to apply for a leave of absence from school.**

From:

To:

Number of missed school days:

Reason for absence:

Signature (Parent/Guardian):

Date:

Signature (Parent/Guardian):

Date:

In the event that the above named child isn't resident with both parents, signatures from both parents are required.

Email:

Address:

Tel:

**Office use:**

**Authorised: Y / N**

**Reason:**

**Date:**