

Leave of Absence Request Form

Academy:

St Saviour's C of E Academy

GUIDANCE NOTES

- The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Principal. There is no automatic right to any leave in term time. The Principal will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations.
- Parents are asked to consider very carefully the implications for their own child and others before making a decision to remove their child from the education that is provided in Academy term time. Children should only be removed in **exceptional circumstances**.
- Parents wishing the Academy to consider granting leave in term time should read these notes carefully and then complete and send to the Principal the request form below. This form should be sent to the Academy in time for the request to be considered before the desired period of absence. Parents are strongly advised not to finalise any planned absence before receiving the Academy's decision regarding their request. In any event the request form must be received by the Academy **at least four weeks** before the leave in term time requested dates to allow sufficient time for appropriate consideration. Completing this form **does not** mean your request has been approved.
- For medical absence, please attach an appointment card or letter.
- Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.
- Should the Academy decide to grant the leave but, the child does not return to the Academy at the time s/he was expected to (i.e. following the expiry of the granted leave in term time period) and, no information is available to the Academy to explain/justify the continuing absence or, make known the whereabouts of the child, the Academy reserves the right to remove your child from the roll of the Academy. Where this happens, please be aware that it may not always be possible to re-admit your child to the Academy.
- Should the Academy decide not to grant the leave and parents still take their child out of the Academy the absence will be recorded as unauthorised which may be subject to a Penalty Notice fine. Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence, (regardless of which parent has applied for a leave of absence). The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice. If issued with a first penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days. If a second penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days. If your leave of absence is either approved and you fail to ensure that your child returns to the Academy by the agreed date or your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.

Leave of Absence Request Form

Academy:	St Saviour's C of E Academy				
Name of Child:			Class:		
Date of Absence(s):	From:		To:		Total number of days:
My child will be accompanied during the leave by:					
(parent/carer)			(parent/carer)		
For Medical / Dental appointments during the school day:					
Time of Appointment:		Time child to be collected:		Time child will return:	
<i>If you are taking your child out of school for a medical appointment, you will need to provide a copy of the appointment letter/card/text</i>					
The exceptional circumstances and reason for this request are:					
<i>If necessary, please continue in a separate sheet and attach it to this form.</i>					
I have considered the implications for both my child and others in making this decision.					
Signed:			Date:		

Please return the completed form to the Academy office. The Academy will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Principal.

FOR ACADEMY USE:			
Date request for leave in term time received by the Academy			
Current Attendance		%	
Number of sessions previously taken as leave in term time			
Re: Siblings: other schools confirmed?			
Authorised	<input type="checkbox"/>	Unauthorised	<input type="checkbox"/>
Signed:			Date:
Notification of decision - Date letter sent to both / all parent(s)			