



INDIAN QUEENS PRIMARY SCHOOL

Request for Leave of Absence form

The Education (Pupil Registration) Regulations 2006 (2013 amended) prohibit Schools from granting a pupil a leave of absence during term time, except where an application has been made in advance and the school considers that there are **exceptional circumstances** relating to the application. Please use this form to apply for a leave of absence during term time, ensuring that it is submitted at least 14 days prior to any intended period of absence.

In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Generally, this will mean that they are rare, significant, unavoidable and short. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Please note that there is no general right to authorise absence for a family holiday during term time and such absences will not normally be authorised.

In granting a leave of absence for exceptional circumstances, the Head of School will determine the amount of time a pupil can be away from school.

You are advised not to make any arrangements until your request has been considered.

Section A

To the Head of School, I wish to apply for:

Child's name: Year: Class:

to be authorised as absent from school fromto(inclusive dates)

Total number of school days absent:

Section B

Please explain why you are requesting an authorisation for absence during term time and the circumstances which make this absence exceptional. If you require additional space, please continue on the other side of the page.

Section C

I am the parent/carer with whom the pupil normally resides. I confirm that the information I have provided on this form is correct to the best of my knowledge and belief.

*I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the absence and a Penalty Notice may be issued. I understand that a Penalty Notice is issued to each parent/carer of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. **Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996.***

Signed (parent/carer): Dated:.....

Section D – for school use only.

Current attendance:

Tick as appropriate:

☐ Request granted for ____ number of days from the dates _____ to _____ (inclusive).

☐ A further discussion with you about your application is requested, please contact the office to arrange a telephone appointment or meeting in person.

☐ Request not approved. Unfortunately we are unable to authorise this absence.

Signed: Dated:
Head of School – S Roberts

PLEASE NOTE:

This leave of absence form serves as a Penalty Notice Warning letter to parent/carers.

If you decide to still take your child out of school, without permission, during the above dates the absence will be unauthorised. The Education Welfare Service may be notified of the absence and a Penalty Notice may be issued. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £60 if paid within 21 days or £120 if paid after this, but within 28 days. Failure to pay the fine may result in legal action being taken against you.