

Request for Leave during Term Time:



To: Headteacher of St Mary's C of E (VA) Primary School

Date:

Please return completed form to the school office giving at least 4 weeks' notice of intended absence. The school will write to you and inform you of the decision on whether the request is authorised or not.

Pupil Details				
Name:			DoB:	
Address				
Class				

Leave of Absence Request Details			
Date of Last Day in School		Date of Return to School	
No. of days			
What are the exceptional circumstances for your leave of absence request that you wish school to consider:			

Parent/Carer Statement	
This application is made for my child, named above to have authorised absence from school for the reasons stated. I understand that if this 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.	
Every adult with parental responsibility must sign below:	
Signature of 1st Parent/Carer(s):	Print Name:
Signature of 2nd Parent/Carer(s):	Print Name:

For Office Use Only:	
Current Attendance.....%	Last Year's Attendance.....%
Number of school sessions requested.....	
Agreed / Not Agreed Request for leave is agreed/is not agreed for the above student to take leave during term time between the above dates.	
Signed	Date
Notification of decision: Date letter sent to parent	

Dear Parent/Carer

Attendance at school and legal investigation

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At St Mary's Church of England (VA) Primary School, our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attend school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In the Department for Education policy document entitled "School Attendance: Guidance for maintained schools, academies, independent schools and local authorities" it states: *"Headteachers should not grant leave of absence unless there are exceptional circumstance. **The application must be made in advance** s and the headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. **A leave of absence is granted entirely at the headteacher's discretion.**"*

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have a period of unauthorised absence of 10 missed sessions in a period of 50 school days.

The intervention could be in the form of a Fixed Penalty Notice. Any pupil at St Mary's Church of England (VA) Primary School who meets the criteria, will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued the arrangement for the payment will be detailed on the Penalty Notice. The penalty is £80 if paid within 21 days of receipt of the notice, rising to £160 if paid after 21 days but within 28 days of receipt of the Notice. The Fixed Penalty Notice is per parent per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

Amanda McGarrigle
Headteacher