



Leave of Absence Request Form:

Please complete this form for any form of absence request during term time. This form must be returned to school at least 6 weeks before the start of the absence. **AS A SCHOOL, OUR TARGET IS TO REDUCE THE NUMBER OF LEARNING DAYS LOST THROUGH ABSENCE AND ALL STUDENTS ARE GIVEN AN ATTENDANCE TARGET OF 96% AS A MINIMUM. THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY LOSS OF LEARNING OR PROGRESS RESULTING FROM A TERM-TIME ABSENCE.** Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission, the absence will be unauthorised, and we will consider legal action. You are advised not to make any arrangements until your request has been considered. No parent/carer can demand leave of absence as of right. The Education regulations state that applications for leave must be made in advance by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each application is considered individually by the school. If the Leave of Absence Request is denied and the student is absent during the requested period, the parent/carer may be liable to receive a penalty notice of £80 from the Local Authority or legal action taken. Penalty notices are issued on a per parent/carer per child basis. If taking your child out of school is unavoidable, it is imperative that they make every effort to catch up with missed work on their return.

<u>Name:</u>	<u>Date of Birth:</u>	<u>Year group:</u>
<u>Absence period</u>		
Date from:	Date to:	Number of school days:
<u>Reason for absence:</u>		
Parent/carer name:	Parent/carer signature:	Date:
<u>For office use only:</u>		
Attendance percentage:	Examination period:	Date received by school:
Previous communication regarding attendance concerns:	Pastoral/safeguarding concerns:	Correct notice given:
Decision made:	Absence code:	FPN issued:
Deputy Headteacher (Pastoral):		Date:

Family Holidays & Extended Trips Abroad during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. Amendments to the 2006 Regulations in Education (Pupil Registration) came into force in September 2013. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Before completing this application, we would advise that you consider very seriously how the absences will affect your child's education. National statistics show that 10 days of absence in any academic year will have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may choose to do this. The government advises that any absence after a refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Penalty Notice or the Magistrates' Court. If the Headteacher does not approve an application for a leave of absence an appeal can be made through the Board of Governors. This cannot be made retrospectively.

Penalty Notices

With the implementation of the Anti-Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence for which the school has not given permission or for which the parent/carer has been unable to provide a reason that is acceptable to the school.

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed, we may issue a Penalty Notice for any unauthorised absence where the student has been:

- * Absent or late for 10 or more half-day sessions (five school days) during any 100 possible school sessions – these do not need to be consecutive; or
- * Absent for 5 days or more for reasons that do not qualify as exceptional circumstances.

For each case of unauthorised absence, the school will decide whether a Penalty Notice is issued to one or more parent/carers for each child. This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday (one penalty notice for each child to each parent). Each penalty notice carries a fine of £80 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days, it will be £160. If the fine remains unpaid Lincolnshire County Council will consider prosecution for the non-attendance.