

**SCHOOL IMPROVEMENT TEAM
EDUCATION WELFARE**

ENFORCING/PROMOTING ATTENDANCE

**GUIDANCE ON ATTENDANCE AND
REGISTER KEEPING**

(Information taken from above-mentioned document)

LEAVE OF ABSENCE DURING TERM TIME

The Education (Pupil Registration) (England) Regulations 2006

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments as described below will come into force on 1 September 2013. Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

Legally only the Headteacher, or his/her representative, can authorise leave of absence and applications must be made in advance by the parent/carer during term time and only in exceptional circumstances. Updated guidance from the DfE on School Attendance (August 2013) recommends that

‘Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil’s attainment, attendance and ability to catch up on missed schooling. Where a leave of absence is granted, the Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Head’s discretion.’

Parents should be aware that taking unauthorised leave of absence could lead to a Fixed Penalty Notice and/or prosecution (see EWS leaflet ‘Holidays are Fine but not in Term Time’). Please note that a pupil who is absent for 10 days in one academic year will only attain 94.7% attendance.

All schools should have a Leave of Absence Request Form which should be completed before any leave is taken and signed off by the Headteacher, clearly indicating whether the leave of absence will be authorised or unauthorised.

PROSPECT SCHOOL
REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Please read notes below and complete all sections of the form.

This form is to be completed and forwarded to **Mr M. Priddey (Assistant Head – Support)**. Parents have a legal duty to ensure their child/ren’s regular attendance at school. The Headteacher may authorise leave of absence but only in very exceptional circumstances.

Any application should be made well in advance and parents are strongly advised to apply for leave of absence before making any arrangements. If your child does not return on the agreed date then you may lose the school place.

Please be aware that if you take your child out of school for any unauthorised leave of absences during term time, you may be issued with a Fixed Penalty Notice. A Fixed Penalty Notice is issued per parent per child.

I request that leave of absence be granted to:

Name _____ Teacher’s Name _____

From (first day of absence) _____ to (last day of absence) _____

Date _____ Signature of Parent/Guardian _____

Have you already had holiday leave in this school year? Yes/No

My child’s punctuality and attendance are both good? Yes/No

Reason for application for leave of absence – please complete this section

.....
.....

Decision: Authorised/Unauthorised Absence

Date _____ Signed _____

Reason:

✂ _____

Reply slip to be given to parent Pupil Name: _____

The absence will be recorded as **Authorised absence/Unauthorised Absence**

Reason:.....

Date: _____ Signed: _____