



Leave of Absence Request

Leave of Absence will only be granted in EXCEPTIONAL CIRCUMSTANCES (see over) and all Leave of Absence Requests must be approved by the Headteacher before the leave commences.

Parents/Carers – please complete this form and forward it to the Headteacher providing at least **two weeks** notice, except in an emergency or unforeseen circumstances.

I wish my child/children:

Name _____ Class _____

Name _____ Class _____

Name _____ Class _____

To be absent from school:

from _____ to _____

REASON (including any exceptional circumstances. Please continue on separate sheet if necessary) _____

Signature of Parent/Carer _____ Date _____

Note:

Your child's/children's current attendance percentage will be checked and if it is lower than 90% and/or they have already had ten or more consecutive days absence the request for leave will not be authorised.

For office use

Attendance to date _____ %

Absence previously authorised _____ days

Leave of Absence Request

Name of child/children _____

Absence from school approved from _____ to _____

Signed (Headteacher) _____



Attendance Protocol

The following information is a synopsis of the protocol relating to Leave of Absence, extracted from The Department for Education (The Education (Pupil Registration) (England) Regulations 2006 as amended for September 2013. This information comes from KCC and applies to all Kent Schools. All absence requests will be dealt with in the same way.

Leave of Absence in term time can only be granted **in exceptional circumstances**. The Headteacher will consider each request for absence individually but can only grant such requests in exceptional circumstances. There is no right of appeal as the authorisation of absence is the sole responsibility of the Headteacher. The Headteacher cannot give retrospective approval so requests should be made in advance.

Exceptional circumstances may include:

- Families of Armed Forces personnel
- Where employer stipulates that holiday has to be taken during set period (letter from employer is required as evidence)
- Family trauma
- Travelling community where attending functions in line with culture
- Attending functions in line with culture and or religion.

Although each request will be considered individually, **we will never normally authorise leave of absence in term time under the following circumstances:**

- At the beginning of school terms
- During assessment periods
- Where the child is persistently absent, including because of ill health (25 days absence in the previous year or where there have already been 10 or more days absence in the current year)

All requests for leave will be considered individually and such factors as existing attendance record will be considered in making the decision whether to grant leave e.g. absence will not be authorised if it takes a pupils absence record below 90%.

Leave of absence taken without the Headteacher's permission, or failure to return on the agreed date, will mean that the absence is unauthorised (truancy). The deliberate taking of leave in term time without or against school permission (where it can be clearly demonstrated that the parent/carer understood that permission had not or would not be given) may result in parents/carers being liable to a penalty notice. Penalty notices are issued to each parent of each and carry a fine of £60.00 per parent per child if paid within 21 days increasing to £120 per parent per child if paid between 21 and 28 days.

Ghislaine Lakin-Hall (Acting Headteacher)

NB: You can find the Leave of Absence Request together with a copy of the School's Attendance Policy on our Website and also on KLZ under General Letters and Useful Information. Alternatively ask in the School Office.