



# 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 in unforeseen circumstances.

I wish my child/children:

Name \_\_\_\_\_ Class \_\_\_\_\_

Name \_\_\_\_\_ Class \_\_\_\_\_

Name \_\_\_\_\_ Class \_\_\_\_\_

To be absent from school:

from \_\_\_\_\_ to \_\_\_\_\_

I expect my child to return to school on \_\_\_\_\_

Reason (including any exceptional circumstances. Please continue on separate sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
**For office use**

Attendance to date \_\_\_\_\_ %

Absence previously authorised \_\_\_\_\_ days

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**Leave of Absence Request**

Name/s 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 as set out in our Attendance Policy June 2017. 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. 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 pupil's absence record below 90%.

In January 2016, Kent's new [Education Penalty Notices Code of Conduct \(PDF, 269.7 KB\)](#) came into force. The main change is that the use of Penalty Notices is not limited to family holidays but for all unauthorised absences which are deemed suitable because there is persistent unauthorised absence from school. Under the new Code of Conduct a Penalty Notice for unauthorised absence is only issued where a child has attendance of 90% or below (persistent absence level), or where there are compounding factors that put together worsen the circumstances. Examples of these factors include removing a child from school over a period of examination or a child repeatedly arriving to school late on top of having unauthorised family holidays in term-time. This level of attendance is equivalent to taking one day off school every two weeks, which is unacceptable.

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 per parent per child if paid within 21 days increasing per parent per child if paid between 21 and 28 days. Please see [www.kent.gov.uk](http://www.kent.gov.uk) for up to date charges.

*Mrs Jayne Ingman*

Headteacher

**NB:** You can find the Leave of Absence Request form together with a copy of the School's Attendance Policy on our Website. Alternatively ask in the School Office.