



## Leave of Absence Form

Due to amendments (April 2013) that have been made to the Department for Education's Pupil Registration Regulations to address attendance issues, it has been made clear to Head Teachers that they **should not grant leave of absence during term time unless there are "exceptional circumstances"**. The law does not grant parents/carers an automatic right to take their child out of school during term time. It is a common misconception that pupils are allowed to take up to ten days holiday in term time during any academic year.

As a result of the revised regulations, the school **does not authorise any family holidays in term time**. If parents/carers, contrary to what the school has said, still decide to take their child out of school for a holiday then the absence will be recorded as **unauthorised**. This can lead to the involvement of the Local Authority Legal Intervention Team and the possible issue of a 'fixed penalty notice' amounting to £60 per child per parent/carer which increases to £120 if not paid within the first 21 days. These have been introduced as part of the government's drive to improve attendance.

To be completed by the parent/carer:

Name of Pupil(s): .....		Class: .....	
Total number of days absent: .....			
Absent from (first day of absence): .....			
Absent to (last day of absence): .....			
Signed: .....		Date: .....	

Reason for absence in term time (continue on separate sheet if necessary):

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To be completed by the Head Teacher:

Current attendance percentage: .....	Previous year's attendance: .....	
Authorised absence given:	Yes [ ]	No [ ]
If no, reason: Not exceptional circumstances [ ]		
Other: .....	.....	
Referred to LA	Yes [ ]	No [ ]
Reason: .....	.....	
Signed: .....	Date: .....	