



## Absence Request Form – Appendix 1

### WHAT THE LAW SAYS:

Schools are regularly audited to ensure that they are following government guidelines and policies. Time off for leave of absence for any reason, including family holidays is not an automatic right.

Schools are expected **not to authorise** requests for **family holidays** unless there are **exceptional** circumstances.

For example:-

- Service personnel who are prevented from taking holidays outside term time if the holiday will have minimal effect to the pupil's education
- When a family needs to spend time together to support each other during or after a crisis

It is also expected that headteachers **will not authorise leave** where the following apply:-

- Availability of cheap holidays
- Availability of desired accommodation
- Poor weather experienced in school holiday
- Period overlaps with beginning or end of term

### WHAT THE HEADTEACHER WILL DO:

Each request for leave of absence will be considered on its own merits. In deciding whether to authorise a request for leave of absence, the Headteacher will consider:

1. The exceptional circumstances outlined in the request
2. Your child's historical attendance record
3. The time of the school year

### PLEASE REMEMBER:

- **There must be exceptional circumstances for requesting any leave of absence and these must be stated on the form overleaf.**
  - It is advisable, where possible, to give 14 days' notice in order for your request to be processed by the school office prior to the start of your absence.
  - **Parents may be issued with a Fixed Penalty Notice where they take a holiday in term time which is not authorised by the headteacher.**
  - From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days. This cost is per child, and so will be charged for each child involved in an unauthorised absence. If a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.
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**LEAVE OF ABSENCE REQUEST – PARENT/CARER TO COMPLETE**

Full name of child(ren)	Class

First day of absence: \_\_\_\_\_ Last day: \_\_\_\_\_ Total number of days: \_\_\_\_\_

Exceptional Reasons for application:

**ABSENCE REQUEST – SCHOOL RESPONSE**

**ADMIN CHECK:**

Attendance Record

Significant events:

\_\_\_\_\_

Number of days previously requested: \_\_\_\_\_

**HEADTEACHER DECISION:**

Authorised

Unauthorised

(Comment) \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_