

CARR INFANT SCHOOL

REQUEST FOR LEAVE OF ABSENCE



WHAT THE LAW SAYS:

Schools are regularly audited to ensure that they are following government guidelines and policies.

Schools are not permitted to authorise absence requests for the following reasons: (these are examples)

- The availability of cheap holidays or accommodation
- The weather at a particular time of year
- The holiday happens to overlap the start or end of a school term – this is particularly disruptive to your child's education at the start of the school year in September
- HEADTEACHER IS ONLY ALLOWED to authorise holidays in EXCEPTIONAL CIRCUMSTANCES

WHAT THE HEADTEACHER WILL DO:

In deciding whether to authorise a request for leave of absence, the Headteacher will consider:

- Whether your reason is an EXCEPTIONAL CIRCUMSTANCE

PLEASE REMEMBER:

- The School strongly recommends that you avoid any school day and more importantly, Test Dates i.e. May.
- Time off for holidays is not an automatic right.
- If there is an exceptional circumstance, please give the school as much notice as possible.

ABSENCE REQUEST - PARENT TO COMPLETE

Name of child _____ Class _____

First day of absence _____ Last day _____ Total number of days _____

Reason: _____

Signature of Parent _____ Date _____

ABSENCE REQUEST – SCHOOL AUTHORISATION

ADMIN CHECK:

Attendance Record

Significant events _____

Number of days previously requested _____

Class trips _____

HEADTEACHER AUTHORISATION: Authorised Unauthorised Exceptional Circumstance

Reason: _____

Signature of Headteacher _____ Date _____



Dear Parent / Carer

Request for leave of absence

Please complete the form overleaf with your request for leave of absence.

Due to the importance of your child's education and attendance at school, leave of absence requests can only be authorised in exceptional circumstances, for example days of religious observance. Requests for holidays in term time are rarely authorised even when employers have restrictions on leave allocations, due to the impact of missed education.

Where possible please return your request in advance of the dates, preferably 14 days before the first date of absence.

If school does not agree to your child's absence (it is unauthorised) and you still take your child out of school, then a fixed penalty notice can be issued. Currently, fixed penalty notices are £80 per parent per child, and can rise to £160 for non-payment.

If you would like any advice, please get in touch with school.

Yours sincerely,

Mr Oxley
Head of School