

# 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