Carr Junior School

Application for Pupil Leave of Absence form

School or Family Holiday

The Law

The Secretary of State for Education moved to introduce strict criteria to which schools have to adhere and schools are regularly audited to ensure that this guidance is adhered to.
Leave of absence is not an automatic right and schools are not permitted to authorise requests for leave of absence relating to the availability of cheaper holidays, desired accommodation, weather, holidays exceeding 10 days, or where holidays overlap with the beginning or end of term-time- this is particularly disruptive to your child's education at the start of the school year in September.

Our Process:

1. Your child's attendance and any previous absences will be noted and passed to the Head of School along with your request.
2. The Head of School will consider the individual reasons and the time in the school year as well as your child's attendance
3. The slip advising whether your request has been authorised or unauthorised will be returned to you and a message will be sent to you.

Important

- Our attendance policy is available on our website
- Take note of important term dates (May)
- Absence from school is very disruptive for your child's education
- It is advisable to give 14 days' notice in order for your request to be processed
- There are very few requests for leave of absence in term time that are exceptional and therefore most requests will be declined and marked as unauthorised
- All leave of absence from school, whether authorised or not, count towards your child's attendance data
- Parents/Carers have a legal duty to ensure their child's attendance at school. Taking your child out of school for an unauthorised leave of absence may result in a Penalty Notice being issued.

Please complete the form overleaf and return it to the school office along with any supporting evidence.

Absence Request - Parent/Carer to Complete

Full Name Of Child ..... Class .....

Address ..... Postcode .....

First Schoolday of absence ……/……/…… Last Schoolday of absence ……/……/……

Total number of school days missed …….

Has leave of absence been taken in term time before? Yes/No Details if yes:

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Are you requesting leave of absence for any siblings at another school? If so, please provide details (including name and school)

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Reason for request and explanation of exceptional circumstances. Please include a letter from your employer if the request is due to employer restrictions.

Letter attached? Yes / No

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Parent/Carer Signature …… Parent/Carer name (Print) ……

For office use only: Attendance %:..... No of days previously taken: ……

Authorised Yes / No **Integris noted?** Yes / No **Excel noted?** Yes / No **Groupcall sent?** Yes / No

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For office use only

Dear Parent/Carer or …….. Class ……

Thank you for your Absence Request received recently.
Your request meets the criteria and has been authorised./ Unfortunately the circumstances do not comply with the strict criteria to which schools have to adhere, and I am therefore unable to authorise your request.

Yours Sincerely

Mrs Laura Winston
Head of School