St Peter's Church of England Middle School

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REQUEST FOR LEAVE OF ABSENCE in exceptional circumstances

Parents have a legal duty to ensure their child's regular attendance at school.

Since September 2013, Head teachers are prohibited from granting leave of absence to a student except where an application has been made in advance and the Head teacher considers that there are exceptional circumstances relating to the application.

Therefore, any application for a leave of absence which does not meet the above criteria will be recorded as an unauthorised absence and you may be issued with a Fixed Penalty Notice of £120, PER STUDENT, PER PARENT by the local authority.

- The application should be made at least 14 days before the start date and parents are strongly advised to apply for leave of absence before they confirm their travel arrangements.
- Absences not agreed will be deemed as UNAUTHORISED and so noted in the student's school record.
- UNAUTHORISED absences will be referred to the Education Welfare Officer to be considered for a Fixed Penalty Notice or other action.
- If a student fails to return by the agreed date, the Education Welfare Officer will be informed. In extreme cases a student may be removed from the school roll in accordance with the DFE Guidance on Student Registration (England) Regulations 2006. Parents/carers will need to re-apply for a place via the Local Authority Admissions Team.

The Head of School will notify you of the decision within five days of receipt of the form.

Student's Full Name: …………………………………..………………….. Year & Tutor Group:………………

I wish to apply for leave of absence in exceptional circumstances for my child during term time.
Dates for which leave of absence is requested:

*Number of school days: …………… From: ……………………….. **To: ………………………………
(first day of absence)   (last day of absence)

Have you previously had leave of absence during term time?   **YES/NO**
If **YES**, please give dates:
……………………………………………………………….…………………………………………………….

Please give the reasons which prevent this leave being taken during a school holiday period

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Date:…………………………………..…………Signed:……………….…..………………………………………………

Parent(s)/Carer(s)