



### Application for Leave of Absence

<b>Name of child:</b>		<b>Class:</b>
<b>Date of Absence: From</b>		<b>To:</b>
<b>Number of school days:</b>		
Please tick the appropriate box below for the reason for your decision to take your child out of school:		
Medical / Dental appointment ( <i>where possible appointments should be made outside of school hours</i> )	<input type="checkbox"/>	Authorised
Visit to another school (name of school & reason):	<input type="checkbox"/>	Authorised
Religious Observance	<input type="checkbox"/>	Authorised
Holiday (please provide additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Special Occasion (please provide additional information below)	<input type="checkbox"/>	Unauthorised (except in exceptional circumstances)
Compassionate leave (please provide additional information below)	<input type="checkbox"/>	May be authorised
Reason for Holiday/Special Occasion/Compassionate leave (if more space is required, please continue on a separate sheet):		
Has your child already had leave of absence in this school year:		Yes / No
I also have children at:		
I have read and understand the information & guidance provided overleaf (please tick):		<input type="checkbox"/>
Signed: (Parent/carer)..... Date: .....		

**To be completed by the Headteacher**

<b>Child's attendance level over the last 12 months:</b>	
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**Having considered your request carefully, my decision is that leave of absence is:**

<b>Approved</b>	<input type="checkbox"/>	<b>The absence will be recorded as authorised.</b>
<b>Not approved</b>	<input type="checkbox"/>	<b>The absence will be recorded as unauthorised.</b>
<b>Explanatory notes:</b>		
<b>Signed: Headteacher</b>		<b>Date:</b>

# Prior Heath Infant School

## Application for Leave of Absence

**As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days. Children are expected to attend school 100% of the time.**

Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1<sup>st</sup> September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

**Please complete and submit the form overleaf if you want the Headteacher to consider your request for your child's leave of absence. We may ask for proof to back up your request. The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and will notify you of the decision. For further information, please refer to our School Attendance Policy.**

**Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.**

### Guidance for parents on pupil attendance

We recognise that there are some genuine difficulties and tensions for parents when they make a decision to take their child out of school.

The following information is offered to help:

#### **Why keep your child in school?**

Some areas to consider:

- Children have a right to the education that is planned and provided by school.
- Taking a child out of school is disruptive to the child concerned both at the time, before and after the event.
- Absence may be disruptive to others in the class.
- Children away from school miss the scheduled work. The learning experiences cannot be packaged and sent home and are part of ongoing work. For this reason children may not be able to maintain progress. Groupings may need to be changed as a result.
- Confidence and self-esteem may be damaged as the child no longer feels part of the class and the learning situation has moved forward without them.
- A high number of absences in a class impact on the general level and pace of learning. Teaching may need to be adjusted for the whole class as foundations for the next stage may have been undermined.
- Taking children out of school conveys a hidden message about values that are placed on education: a holiday /special occasion is more important than the learning taking place in school. This attitude may be adopted by the child.

#### **Why take your child out of school?**

There may be genuinely exceptional reasons for taking a child out of school as listed overleaf. School policy is that absence for other reasons is not authorised.

If, after taking all the factors above into account, parents decide to take their child out of school for other than exceptional reasons as described, the parents should take responsibility for this decision and appreciate that their child's absence shall be regarded as Unauthorised.

As a school, we seek to provide the very best learning experiences for your children and this principle is behind our views on time out of school. We hope this is helpful and I am very happy to discuss individual circumstances with you.



Ellen McClelland  
Headteacher