

Appendix 3- Leave of Absence Request Form

Request for Leave of Absence

To be made to the Principal -at least 4 weeks in advance of date of requested absence

Name of academy:		Name of pupil:	
Class:		Year group:	
Dates of planned absence:		From:	To:
Confirmed date of return to academy:			
Reason for request:			
Name of Sibling:		Name of sibling:	
School:	Class/year:	School:	Class/year:

Parents are asked to note:

- The ATT Attendance Policy is to fully comply with Government regulations. Statutory guidelines state "Principals may not grant leave of absence during term time unless there are exceptional circumstances".
- The academy may seek advice from the Trust Attendance Lead and liaise with the head teachers of schools' siblings attend.
- Requests for leave in exceptional circumstances should be made at least 4 weeks in advance of the event.
- Retrospective approval for absence cannot be granted. Parents do not have the right of appeal if a request for a leave of absence is declined, the Principal's decision is final.
- Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern.
- Leave of absence will NOT be granted during periods of public examinations or internal school assessments.
- Leave of absence will NOT be granted for holidays during term time regardless of circumstances.
- Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the academy's decision, absence will be recorded as unauthorised and subject to a fixed penalty notice (fine). If the academy grants a leave of absence request and subsequently obtains evidence that indicates an application was falsified, the academy reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice.
- Where a pupil fails to return to the academy after an agreed period of leave of absence, absence will be recorded as unauthorised, a fixed penalty notice (fine) requested and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the academy.
- Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above.

Circumstance	Number of days which may be authorised	Additional notes
Religious Observance	1 day in any one academic year	Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family Celebration	1 day in any one period of absence	Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family Emergency/compassionate leave	1 day in any one period of absence	Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Participation in sporting/arts/theatre events as part of professional organisation	See additional notes Absence must not to be authorised if licence not obtained by parents from LA	<ul style="list-style-type: none"> • Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice • Parents are required to obtain a licence from the LA • Not to be authorised if a pupil's attendance would fall below 96% • Academy to make arrangements for pupil to receive a suitable education <ul style="list-style-type: none"> • For not less than 6 hours per week and • During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and • On days where pupils would be expected to attend the academy and • For not more than 5 hours on any such day
Gypsy/Roma and Traveller Absence	N/A but only travel for occupational circumstances	Absences will not be granted for any other reasons other than occupational circumstances
Name and address of both parents (to be completed in all cases for all applications):		

Signed (by parent with parental responsibility:			Date:	
To be completed by school – copied retained on record – copy to parents (Tick as appropriate)				
Pupil's current attendance % (YTD)		Leave absence already taken this academic year:		
Number of days absence				
Absence authorised	No further action	Register Code/Reason		
Unauthorised absence	Fixed Penalty Notice 6 or more sessions (1 session = ½ day) in the current or previous half term.	Register Code/Reason		
	Yes/No	Not deemed as exceptional circumstances	O	
	Yes/No	Unauthorised Holiday	G	
	Yes/No	Pupil at level of persistent absence	O	
	Yes/No	Religious observance above 1 day in academic year	O	
	Yes/No	Family celebration above 1 days in academic year	O	
	Yes/No	Exam period	O	
	Yes/No	Other – please specify	O	
Principal's signature:			Date	

