|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A black and white windmill  Description automatically generated |  | **Heckington St. Andrew’s C of E Primary School**  **LEAVE OF ABSENCE REQUEST** | | | | | |  |  |  |
| Full school attendance is vital for your child’s education progress. The Local Education Authority expects all parents/carers to ensure their children attend school whenever possible. **Absence during term time will only be granted in exceptional circumstances.**­  If you feel your circumstances are exceptional, please complete and return this form to the school **before making travel arrangements**. This form should be returned as far in advance as possible but **at least 7 days** before the first date of the period of absence being requested.  Absences may only be authorised at the discretion of the school. The Headteacher may wish to meet with you to discuss the exact circumstances of your application. | | | | | | | | | | | |
| **PARENTS/CARER SECTION** | | | | | | | | | | | |
| **Name of child/ren:** | |  | | | | | | | | | |
| **Date of Birth(s):** | |  | | | | **Year Group/s:** | | | | | |
| **Name of Parent/Guardian:** | | | | |  | | | | | | |
| **Contact Telephone Number(s):**  **Contact Email:** | | | | |  | | | | | | |
| **I request permission for my child/ren to be absence from school due to exceptional circumstances:** | | | | | **From (day and date/time):**  **To (day and date/time):** | | | | | | |
| **For (please tick):** | | | | | Medical, e.g. doctor, dentist, hospital appointment (appointment card/evidence to  be seen by the school): ……………………………………………………………………………………….……..    Other exceptional circumstances: …………………………………………………………………..……………………………………………………………….…….  ………………………………………………………………………………………………………………..………………………… | | | | | | |
| **If you have ticked “other exceptional circumstances”, please give a reason why you believe this to be exceptional (you must give a reason):** | | | | | | | | | | | |
| **Number of school days missed:** | | | | | | | | | | | |
| **By signing this form, you confirm that you have read the Attendance Policy prior to making this request:**  [**https://www.heckington.lincs.sch.uk/Policies.asp**](https://www.heckington.lincs.sch.uk/Policies.asp)  **Signature of Parent/Carer:**  **Date:** | | | | |  | | | | | | |
| **SCHOOL SECTION** | | | | | | | | | | | |
| **Current % Attendance:** | | | |  | | | **Number of Previous Applications:** | | |  | |
| **Absence from School: Approved:** | | | | | | | | **Not Approved:** | | | |
| **Signature of Headteacher:**  **Date:** | | | | | |  | | | | | |

|  |  |
| --- | --- |
| 1. **School Office** | 1. **Parents’/Carer’s Copy** |
|  |  |

**Heckington St. Andrew’s C of E Primary School**

**REQUEST FOR ABSENCE IN SCHOOL TIME**

**Guidance Notes**

1. Schools are expected to deliver the school curriculum within a tight time scale, and the absence of pupils during term time has a detrimental effect on learning.
2. Parents do not have an automatic right to take a child from school. Permission must be obtained in advance.
3. Absence from school can be authorised **only** by the school.
4. If your request is “not approved” as the reasons for the request are not exceptional and the pupils is absent, it will be recorded as unauthorised and reported on the annual report.
5. If a pupil is kept away for longer than the agreed period, the additional time will normally be treated as unauthorised. Similarly, if a child is absent without prior written permission, this will be recorded as unauthorised absence.
6. The headteacher will allow pupils to be absent from the school site for certain educational activities, or to attend other schools or settings.
7. The headteacher will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](https://www.legislation.gov.uk/uksi/2024/208/made#:~:text=11.,an%20%E2%80%9Cauthorised%20person%E2%80%9D).&text=(b)regulated%20employment%20abroad.). These circumstances are:

* Taking part in a regulated performance, or regulated employment abroad
* Attending an interview
* Study leave
* A temporary, time-limited part-time timetable
* Exceptional circumstances.

1. A leave of absence is granted at the headteacher’s discretion, including the length of time the pupil is authorised to be absent for.
2. We define ‘exceptional circumstances’ as one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.
3. As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.
4. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.
5. Other valid reasons for authorised absence include (but are not limited to):

* Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
* Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parent(s) belong(s). If necessary, the school will seek advice from the parent’s religious body to confirm whether the day is set apart
* Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

**Penalty Notices**

The headteacher (or someone authorised by them), local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

* Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
* Whether a penalty notice is the best available tool to improve attendance for that pupil
* Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
* Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

Each parent who is liable for the pupil’s offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.