

# STUDENT LEAVE OF ABSENCE REQUEST

Please read the information on the front and reverse of this form before completion. **(Please make all requests to our Attendance Officer via email [shannam@imberhorne.co.uk](mailto:shannam@imberhorne.co.uk))**

To the Headteacher, I wish to apply for my child to be absent from School for Exceptional Circumstances.

Student's Name: \_\_\_\_\_ Year: \_\_\_\_\_ Tutor: \_\_\_\_\_

First date of intended absence: \_\_\_\_\_

Date of intended return to school: \_\_\_\_\_

Number of days in total: \_\_\_\_\_

## Reason for Proposed Exceptional Circumstances:

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Parent(s) Full Name(s):

\_\_\_\_\_ D.O.B \_\_\_\_\_

\_\_\_\_\_ D.O.B \_\_\_\_\_

Address:

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I confirm that the above activity is essential and cannot take place outside of school time. I understand that if the absence is due to Parent/Carer work commitments, a letter from an employer must be attached to this request.

I understand that this will result in work being missed and will support the school in ensuring that this missed learning is caught up. I understand that I may be asked to meet with the Headteacher or another senior member of staff to discuss this request.

I understand that if I proceed with the absence when unauthorised, I may receive a Fixed Penalty Notice.

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

**Please submit the request as soon as possible and no less than 4 weeks in advance of the proposed absence. Please read the notes overleaf.**

## NOTES

- a) The Anti-Social Behaviour act (2003) gives the school and the Local Authority the power to issues Fixed Penalty Fines for Unauthorised leave of absence in term time.
- b) No parent can demand leave of absence as a right.
- c) Leave of Absence cannot be granted retrospectively.
- d) The request for Leave of Absence should be made by the parent/carer with whom the child normally resides. If this is not the parent/carer who is taking the child out of school, the full name and address of this parent/carer must be provided on the form
- e) If the request for leave of absence is made because of the parent/carer's workplace leave arrangements then a letter from the employer explaining why the absence has to be taken in term-time must be attached.
- f) Only the school can authorise the absence and there is no requirement for the school to authorise any absence just because a request is made.
- g) Any work that is missed by the student due to leave of absence in term time, the school will expect parental support in enabling students to catch up with the work. Any absence not pre-arranged may result in the removal of your child from the school roll.

### **For Office Use Only**

CALCULATION CHART - LEAVE OF ABSENCE IN TERM TIME Each request will be considered individually. In order to support this consideration, the following criteria will be applied:

	Review
What is the level of attendance of this particular student? (no authorisation below 90%)	
Proximity to examinations or school assessments.	
How much leave of absence has already been authorised in the current academic year?	
Any special mitigating circumstances/aspects of the request which can be classed as part of that student's curriculum requirements (and work set to satisfy these)	
Details of mitigation.....	
<p><b>DELETE WHERE APPROPRIATE:</b></p> <p><b>REQUEST APPROVED / REQUEST NOT APPROVED</b></p> <p><b>Attendance code:</b></p> <p><b>SIGNED:</b></p> <p><b>DATE:</b></p>	

Consequences for Parents/Carers taking leave of absence in term time which is not authorised by the school MAY result in a Penalty Notice being issued by West Sussex County Council.