

**LEAVE OF ABSENCE REQUEST FORM**

*Leave of absence will only be granted in exceptional circumstances*

*Unauthorised leave may result in the issue of a Penalty Notice under the provisions of the Education Act 1996 (as amended)\*  
By law, you must ask permission for your child to miss school. If you don't you risk a penalty notice fine. When a school doesn't give permission, referral may be made to Children's Services - Attendance.*

Name of School: Westerton Primary Academy

Date of request.....

**PARENTS SECTION (to be completed first)**

Surname of child		First name	
Date of birth		Class	
Surname of parent/guardian		First name	
Address of child			
Postcode		Telephone number	
<b>About the request for your child's leave of absence</b>	Reason for Absence including full explanation of exceptional circumstances:		
	Total number of school days	First Day of Absence	First day back in school:
	Would he/she miss any national tests or examinations?		Yes/No
	Has he/she already had leave during term-time this school year? (If so, please give dates and number of school days leave)		Yes/No
	Did he/she have leave of absence during term-time in the previous school year?		Yes/No
Emergency telephone contact in the Leeds district			
Siblings name(s) and school(s) attended – if relevant			
Parent's/Guardian's Signature			

**SCHOOL SECTION**

Name of child:		Class:
Absence in Term Time From: _____ To: _____	i. Approved.....school days Not approved .....school days  ii. Absence Code	Is the cluster AIO involved? YES/NO
Number of previous days authorised		Absence during tests or exams? YES/NO
Number of previous days unauthorised		Office Staff Signature:
Current percentage attendance		Headteacher's Signature:
Last year's percentage attendance		Date Returned to Parent:

**A copy of this form will be returned to the parent after consideration**

*\*Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996.*



Children Services - Attendance  
South Pudsey Community Centre  
Kent Road  
Leeds LS28 9BN

Tel: 0113 214 6250  
Fax: 0113 256 8502

Date: 8<sup>th</sup> July 2013

Dear Parent/Carer

### **Holidays in Term Time - Education Regulations 2006**

You may be aware of recent amendments to the Education (Pupil Registration) (England) Regulations 2006, which remove references to family holiday and extended leave as well as the threshold of ten school days.

The amendments, which will apply from September 2013, make it clear, that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Holidays and day visits in term time may no longer be authorised and all leave of absence must be applied for, from the school, on the correct form available at school reception. Only the headteacher can determine the number of days a child can be away from school if the leave is granted.

If the leave is not granted by the school you may be referred to Children's Services-Attendance and issued with a Penalty Notice, payment of which must be made in full within 28 days.

If you are in any doubt as to your child's eligibility for leave of absence, then please contact your child's school directly.

Leeds City Council shares the government's determination to raise the levels of pupil attendance at school because we want to give the best future opportunity for all our children.

Yours faithfully

**Mandy Voller**  
**Attendance Adviser**

