

LEAVE OF ABSENCE REQUEST FORM

Dear Parent / Carer

The Department of Education's policy on leave of absence during term time is very clear and states that schools **'may not grant any leave of absence during term time unless there are exceptional circumstances'**.

(For further information please see: Education (Pupil Registration) (England) (Amendment) Regulations 2013, and the Education (Penalty Notices) (England) Regulations 2007.)

Please read the following information carefully before making this application. The completed form should be returned to the class teacher or the school office.

The head teacher is the **only** person who can authorise a leave of absence during school time, and this is carried out in accordance with the school policy, which has been agreed by the governors. Requests must be made **at least** two weeks before the commencement of the absence.

No leave of absence will be granted during school time unless there are exceptional circumstances. In accordance with government guidelines, this school will consider the following before granting your request:

- The circumstances are exceptional
- This is the **only** request for leave this academic year
- The request is for 5 days or less
- Notice has been given **at least** two weeks in advance
- Your child's attainment is at least average in reading, writing and mathematics
- Your child's attendance is at 95% or above (January to July) or was at 95% or above during the last academic year (September to December)
- Effective procedures for catching up on missed schooling have been outlined (catch-up work will be provided by the school)
- The dates do not fall during induction fortnight (first 2 weeks of Autumn term)
- The requested leave does not fall inside the period outlined in the revision and testing timetable below

REVISION AND TESTING TIMETABLE – when holiday will NOT be granted	
Reception (F2)	Children must be in school during the first three weeks in September
Year 1	June
Year 2	Term 5 and June
Years 3, 4 & 5	June
Year 6	Term 5 and June

School attendance is monitored by Medway Council, The Department for Education and Ofsted. The taking of unauthorised leave of absence may result in a Fixed Penalty Notice (FPN) being issued by Medway Council. The current charge for this is £120 per child and per parent e.g. for a family of 2 children the cost would be £480. The rate is reduced to £60 per child and per parent if the fine is paid within 21 days (£240).

Please complete the application form overleaf for consideration. A response will be sent to you within 5 working days.

Child's Name:	
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Child's Class:	
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Leave of Absence: (please include first and last day of absence)	From:	To:
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My Child will return to school on: (date):	
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Reason for Leave of Absence: (this must be exceptional circumstances)	
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I will ensure that my child catches up on missed schoolwork by:	
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Signed Parent/Carer:	
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Date:	
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For Office Use Only:			
The circumstances are exceptional:			<input type="checkbox"/>
This is the only request for leave this academic year:			<input type="checkbox"/>
The request is for 5 days or less:			<input type="checkbox"/>
Notice has been given at least two weeks in advance:			<input type="checkbox"/>
Pupil attainment is at least average in reading, writing and mathematics:			<input type="checkbox"/>
Pupil attendance is at 95% or above (January to July) or was at 95% or above during the last academic year (September to December):			<input type="checkbox"/>
Effective procedures for catching up on missed schooling have been outlined:			<input type="checkbox"/>
The dates do not fall during Induction fortnight (first 2 weeks of Autumn term):			<input type="checkbox"/>
The requested leave does not fall inside the revision and testing timetable:			<input type="checkbox"/>
Letter 1 (Approval) <input type="checkbox"/>	Letter 2 (FPN) <input type="checkbox"/>	Letter 2a (No FPN) <input type="checkbox"/>	Letter 3 (Non stat school age) <input type="checkbox"/>

Signed Head Teacher:	
Date:	
Date Letter sent to Parent/Carer:	
Register Updated: <input type="checkbox"/>	Letter added to SIMS: <input type="checkbox"/>
Paper Copy of Letter in Child's File: <input type="checkbox"/>	Class Teacher Advised: <input type="checkbox"/>