

LEAVE OF ABSENCE NOTIFICATION FORM

Request to the Headteacher for consent for a pupil to be absent from school.

This notification has to be sent to school at least **three weeks in advance**. The Headteacher has the right to refuse permission having given consideration to:

- Your child's age
- The time of year
- Overall attendance pattern of your child
- The School's Attendance Policy

"No parent can demand leave of absence for the purpose of a holiday as a right"

D.F.E.E. "School attendance" page 7.

I request the approval for my child _____ in _____ Class

To be absent from school **from** _____

Until _____

Reason for request: _____

_____ (*Please be specific – explain what special occasion is*)

Requests for holiday will not be authorised although we still require notification of absence. Absence for holiday during term time will be marked in the register as unauthorised unless there are extenuating circumstances as laid out in our Attendance Policy.

With effect from 1st September 2014,, the Education Attendance Service on behalf of Suffolk County Council will be issuing fixed penalty notices in the following situations where unauthorised absence occurs:

- ***When 8 or more unauthorised absences have occurred (equivalent to 4 whole school days). This penalty fine is £60.00 per child/parent***

Signature of Parent/Guardian _____ Date: _____