



Request for pupil leave of absence

Please read this information before completing the form overleaf. (It must be received by school at least 2 weeks prior to the planned absence.)

Information for parents/carers from Durham County Council Children & Adult Services:

"As you know, pupils of school age must, by law, attend school regularly. If your child is to be away from school you need to ask your child's school to approve the absence. You cannot yourself authorise a child's absence.

Pupils' absence during term time can seriously disrupt their continuity of learning. Not only do they miss the teaching provided on the days they are away, they are also less prepared for the subsequent lessons after their return. There is possible risk of under-achievement which we all must seek to avoid.

From September 2013, parents no longer have the right to request leave of absence for their children for an annual holiday. The amendments to the 2006 Pupil Registration Regulations make clear that Headteachers **may not** grant any leave of absence during term time unless there are **exceptional circumstances**. It states that 'Headteachers should determine the number of school days a child can be away from school if the leave is granted.'

Schools will consider every request for leave individually. The most important consideration is the effect an absence would have on your child's education."

Sedgefield Primary School Guidelines:

The school will consider each request of absence individually; taking into account the circumstances, such as:

- the nature of the event for which leave is sought (is the event '**exceptional**'? i.e. rare, significant and unavoidable)
- the child's prior attendance
- any important events taking place in school at that time e.g. assessments (absences will never be agreed during SATs Assessments).

Where permission is not granted, the absence will be recorded as 'unauthorised'. Unauthorised absences *may* attract a Fixed Penalty Notice, which is a £60 fine payable within 21 days.

Headteacher: Mrs A. Cox

Sedgefield Primary School Rectory Row, Sedgefield, County Durham TS21 2BJ

Telephone: 01740 620 359 Fax: 01740 622 324 Email: p2563.admin@durhamlearning.net

www.sedgefield-pri.durham.sch.uk

School Number: 8402563





Request for pupil leave of absence

Name of Child..... Class.....

I wish to apply for permission to allow the above child to be absent from school on the following dates:

From..... To.....

Number of School Days.....

Explanation of 'Exceptional Circumstances'

.....

.....

.....

.....

Parent/Carer signature..... Date.....

.....

For the Headteacher:

- This child **has been given permission** to be absent from school on the dates given and his/her absence will be marked as **authorised** on the register.
- This child **has not been given permission** to be absent from school on the dates given and his/her absence will be marked as **unauthorised** in the register.

Signed (Headteacher)

Cc. parent/carer, school office, class teacher.

Headteacher: Mrs A. Cox

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