



Appendix 1: Leave of absence request form

Chandlers Ridge Academy

REQUEST FOR LEAVE OF ABSENCE  
DURING TERM TIME (exceptional circumstances only)

Education (Pupil Registration) (England) Regulations 2006  
Education (Pupil Registration) (England) (Amendment) Regulations 2013

The 2013 amendments to the 2006 regulations make it clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances and that Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

Name of Pupil	
Date of Birth	
Tutor/Year Group	
Address	
Contact Numbers	
Sibling Details (or other Children living in the household)	

I request permission for my child to be absent from school between:

First Day Absence	
Date of Return	
Total School Days	

Please fully explain the exceptional Circumstances that you would like the Head Teacher to consider (continue of a separate sheet if necessary)

Declaration

I have read and understood the information about leave of absence during term time, unauthorised absence, and Penalty Notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the Head Teacher.

Parent/Carer Name: .....

Date: .....

Parent/Carer Date of Birth: .....

Parent/Carer Signature: .....



## **Important Information for Parents**

Parents are required under the Education Act (1996) to ensure their child attends school regularly. There is no automatic right to take a child out of school during term time but the law allows Head Teachers to consider individual requests to authorise a leave of absence in exceptional circumstances.

The Head Teacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact.

The request for an authorised leave of absence must be made in advance and the Head Teacher may invite the parent into school to discuss the request before a decision is made.

If the circumstances relating to this request are considered exceptional and the absence is authorised by the Head Teacher, the expectation is that the child's attendance will be of a satisfactory level both prior to and after the date covered by the request.

If the request for leave of absence is refused and the absence is recorded as unauthorised, the Head Teacher may refer the matter to the Local Authority requesting a Penalty Notice be issued against you.

A Penalty Notice is £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 days period the Local Authority may prosecute for the offence to which the notice applies.

Where there is more than one child, each parent may be issued with a Penalty Notice in respect of each child.

**Please note, if you have previously received a penalty notice the Local Authority may decide to investigate legal proceedings and summons you to appear in court.**

As a parent/carer you can demonstrate your commitment to your child's education by not allowing your child to miss school for anything other than an exceptional and unavoidable reason. Research suggests that children who are taken out of school may never catch up on the learning they have missed, which may ultimately affect exam and test results.