



LHPSN Leave of Absence Request Form

Please read before submitting your Leave of Absence Request Form: High attainment depends on good attendance. The school considers that all absences from school will disrupt a child's continuity of learning. As a consequence it believes that absences should be kept to a minimum in order to maximise your child's potential. All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

What the law says: Regulations make it clear that parents do not have any right or entitlement to take a child out of school for the purposes of a term-time holiday, you must ask permission for your child to be absent from school otherwise you risk a penalty notice. If you believe you have exceptional circumstances for absence leave, which you would like to be considered, please attach a letter for the attention of the Headteacher to the form. This will then be reviewed and responded to accordingly. It is the decision of the Head teacher as to what might constitute exceptional circumstances and each request will be considered on an individual basis. The school can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

If your child is absent and a reason for absence has not been provided the school will make every effort to contact you regarding your child's absence. If we do not hear from you then safeguarding visits will be made to the home address and the police may be contacted to conduct a safe and well check on the school's behalf. **Parents have a legal duty under the Education Act 1996 (section 444) to make sure that children of compulsory school age attend school on a regular and full time basis.**

How to apply for Leave of Absence for Holidays during Term Time

Applications should be made using the 'Leave of Absence Request' form. Parents are advised to apply for leave of absence before they confirm their holiday arrangements. The form should be sent to school marked for the attention of Miss Salisbury, Leave of Absence Request form. Parents will be informed, in writing, of the outcome of their application for leave of absence.

**A copy of this letter will be returned to the parent/guardian after consideration
And a copy kept on file/SIMS .**



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PARENTS SECTION (to be completed first)

Surname of child		First name	
Date of birth		Class	
Is your child of compulsory school age?			
Surname of parent/guardian		First name	
Address of child			
Post code		Telephone number	

About the request for leave of absence	Reason for leave of absence	
	Have you attached a letter for exceptional circumstances?	Yes/No
	Have you read and understood the information on 'What the Law says' on the previous page?	Yes/No
	Is this during September or May	Yes*/No *Absence during this time will not be authorised.
	Will (s)he miss any statutory tests or assessments	Yes*/No *Absence during this time will not be authorised.
	Would the absence be longer than ten school days	Yes/No
	Has s/he already had leave of absence during term-time this year? If yes please give details .	Yes/No

Length of Absence	First day of absence: (Day/Month/Year)	Last day of absence: (Day/Month/Year)
Requested number of school days		
Parent/Guardian's Signature and date		

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SCHOOL SECTION

Approved	Days	Signed (HT)
Not approved	Days	Signed (HT)
Child's current attendance %		
Exceptional circumstances letter submitted and reviewed.		

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