



Langshott Primary School
Application for Leave of Absence

Name of child:	Class:
I am applying for leave of absence for my child	
from:	returning to school on:
Number of school days:	
Reason for leave of absence and reason it cannot be taken during the school holidays:	
Has your child already had leave of absence in this school year? YES / NO	
If YES, please give dates and details:	
I also have children at...	
Signed:	(Parent/Carer) Date:

Child's attendance level this academic year:	
Our overall school target for attendance this year is	95.7%
Having considered your request carefully, my decision is that leave of absence is:	
Approved	The absence will be recorded as authorised.
Not approved	The absence will be recorded as unauthorised.
Explanatory notes:	
Signed:	(Headteacher) Date:



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As parents and carers, you have a **legal responsibility** to ensure your child's attendance at school. Holidays must be taken **during the school holiday period**.

Only **unavoidable and exceptional** circumstances for a leave of absence from learning may be considered by the Headteacher. It is anticipated that such situations will be rare and thus it must be clearly illustrated why the request is considered unavoidable and exceptional and can only be undertaken during term time.

Please fill in this form if you want to **ask the Headteacher** to authorise a leave of absence **during term time**.

You must ask **well in advance** and should prior approval not be sought **under no circumstance** will absences be authorised after the event.

The Headteacher **may not** grant any leave of absence during term time unless there are unavoidable and exceptional circumstances. Headteachers should determine the number of school days a pupil can be away from school if the leave is granted.

The Headteacher will notify you of the decision within five days.

The 2007 Regulations set out the procedures for issuing penalty notices (fines) to each parent/carer who fails to ensure their children's regular attendance at school.

Amendments to the 2007 regulations will reduce the timescales for paying a penalty notice. Each parent/carer must, from 1 September 2013, pay £60 per child within 21 days or £120 within 28 days.

If the Penalty Notice is not paid within 42 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Important Dates

The first few weeks of the school year are very important for learning routines, establishing relationships and expectations and building friendships. Therefore we strongly advise that you do not request leave of absence during September.

End of Key Stage 1 Assessments

We strongly advise that you do not apply for leave of absence involving a child in **Year 2** during the summer term, April – July.

The DCSF require schools to log all absences as authorised or unauthorised. Absences form part of a historical record for your child and are shown each year on their Annual Report. Schools are also required to publish annually statistics on authorised and unauthorised absences.