STUDENT LEAVE OF ABSENCE REQUEST

**Please note that holidays in term-time are not authorised – HLA will only consider absences for exceptional circumstances on a case-by-case basis**

**Name of Student:…………………………………………………………………………. Year/Tutor Group:………………….. First date of absence:…………………………………………….. Last date of absence:……………………………..………**

**Leave of absence requested for a total number of** **school day(s)**

**Leave of absence / holiday requested by:** Name:

Address:

Email Address: Contact Number:

 Parental Responsibility: YES / NO Lives with student: YES / NO

Signature of Parent/Carer: Date:

Parent/Student to be aware that:

1. Any leave of absence or holiday absence taken without approval in advance will be recorded as “unauthorised absence” and may be referred to Local Authority for penalty notice legal action.
2. Any student who is continuously absent for 3+ days will be required to provide medical evidence from the GP / Hospital / Professional Body covering the period of absence or absence will be recorded as “unauthorised” and may be referred to Local Authority for penalty notice legal action.
3. New government guidelines, which came into effect on 1st September 2013, prevent Headteachers from granting any leave of absence during term-time, unless there are exceptional circumstances.

**Please indicate the reason(s) of exceptional circumstances and provide evidence wherever possible**.

Has your child got any examinations or controlled assessments within this period? Has your child had a previous record of poor attendance or Holiday Penalty Notice?

**No** **Yes** (please give details)

**No** **Yes** (please give details)

|  |
| --- |
| For Heath Lane Academy use only: |
| Authorised by……………………………………………………….. | Unauthorised by………………………………………………………………………….. |
| **C Authorised absence**  | **O Unauthorised absence**  **(Refer to LA) Yes** **No** |
| **H Authorised holiday**  | **G Unauthorised holiday**  **(Refer to LA) Yes** **No** |
| **P Approved sporting activity**  |  |
| **J Interview**  |  |
| **V Educational visit or trip**  | **Current attendance levels %** |
| **M Medical/Dental appointment**  | **Response Letter/Email sent**  **Date…………………………** |
| **W Work experience**  | **Coded on SIMS**  |
| Meets Exceptional Circumstances criteria  | **Evidence requested**  **Evidence Received**  |

**LEAVE OF ABSENCE AND PROCEDURES**

**Please remember that every day of attendance really does matter.**

**Parents do not have the automatic right to withdraw pupils from school and, in law, have the right to apply for permission in advance.**

**Exceptional circumstances are defined as exceptional significant family events or circumstances, and will be considered on a case-by-case basis. The head teacher will consider every request individually.**

**Some of the examples of what will not meet exceptional circumstances criteria are:**

* **Cheaper holidays in the UK or abroad**
* **Family day trips**
* **Relatives coming to visit**
* **Visiting family or friends that have differing school holidays**
* **Attending family weddings or visits to see family abroad**

**You are advised not to make any arrangements until your request has been considered by the school.**

**If your child is away from school during this period it will be recorded as Unauthorised Absence. As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child’s absence from school is unauthorised. This is in line with Leicestershire County Councils Code of Conduct.**

**PENALTY NOTICE PROTOCOL FOR UNAUTHORISED LEAVE OF ABSENCE**

Leave of absence/holiday request form returned to parent - application has been refused

Letter sent to parent by school confirming that if unauthorised holiday then the Local Authority have the right to issue penalty notice

Local Authority informed of unauthorised holiday and provided with copies of leave of absence form and letter sent by school

Penalty Notice issued by Local Authority

Penalty Notice Paid : Close Case Penalty Notice Not Paid

Legal Case : School/Local Authority prepares statement for court