# **Portobello Primary School**

## **REQUEST FOR LEAVE OF ABSENCE**

## **DURING TERM TIME (exceptional circumstances only)**

Please submit this form to the Head Teacher at least **four weeks** before the intended leave of absence. Your request will be considered and you will receive notification within 8 school days of receipt.

|  |  |  |
| --- | --- | --- |
| Name of pupil |  | Year Group |
| Name of Parent/Carer |  | |
| Contact Numbers |  | |

|  |  |
| --- | --- |
| I request permission for my child to be absent from school between: - | |
| First Day of Absence |  |
| Last Date of Absence |  |
| Total School Days |  |
| Please fully explain the **exceptional circumstances** that you would like the Head Teacher to consider (continue on 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 a leave of absence without the prior authorisation of the Head teacher.*

### **Signature (Parent/Carer)**….………………………………………………….. **Date**……………………………

|  |  |
| --- | --- |
| The following part is to be completed by the Head Teacher | |
| **Government recommendation of 95%** Student attendance: | |
| Having considered the request for leave of absence the decision is:  Approved (the absence will be recorded as authorised)  Not approved (the absence will be recorded as unauthorised) | |
| Explanatory notes: | |
| Signed Head Teacher | Date |

**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 at least four weeks 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 child’s attendance will be of a satisfactory level both prior to and after the date covered by the request.
* If your request for leave of absence is NOT APPROVED and you decide to take your child/children out of school for this period you may be subject to a penalty notice issued by the Local Authority on your return.
* 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 day 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.
* 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.