

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

To the Headteacher, **BEECHWOOD PRIMARY School**

I hereby request that leave of absence be granted to:

Name of pupil: Class:

From to for the following reasons.

.....
.....

Date: Signed:

Parent or person having charge of pupil

Notes: This form is to be completed and forwarded to the Head teacher of the School attended by the pupil **before the period of absence.**

NEW GUIDANCE ON ATTENDANCE TO TAKE EFFECT FROM SEPTEMBER 2013

Holidays in term time have often been the subject of the misconception that families are ‘allowed’ up to ten days in any school year.

The Wokingham Children’s Services and the Department for Education have advised schools to only authorise leave of absence/holidays in **EXCEPTIONAL** circumstances.

As from 1 September 2013 holidays will **NOT** be authorised. This is a result of increasing requests for term time leave of absence and pupils are simply missing too much school.

Any time off taken from school which is not authorised will be marked on your child’s records accordingly and the Education Welfare Officer will be informed.

The Education (Penalty Notices) (England) (Amendment) Regulations 2012 states as follows.

Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly. If taking an unauthorised term time holiday is grounds for issuing a penalty notice according to the local authority’s code, and if the leave of absence for holiday was not authorised by the school, either school or the local authority will issue a penalty notice. If you have any queries with regards to this please contact the local authority directly.

Only local authorities can make decisions on whether parents should be prosecuted for school attendance offences. All schools have a duty to refer regular absence (authorised and unauthorised) to the relevant local authority. This may include any evidence to show how they supported the pupil and parent to improve attendance and the local authority will judge each referral on its own merits and make a decision on the next probable cause of action.

For office use:

AUTHORISED / NOT AUTHORISED ABSENCE

By the Head Teacher:

Date:

ACTION	DATE	INITIALS
REPLY SLIP		
SIMS		
ABSENCE REG		