

LEAVE OF ABSENCE REQUEST FORM

Request for Leave of Absence guidance is provided on the reverse of this form. Please complete and return this form to the School Office at least 1 month prior to the absence is due to commence.

Child's Name:	
Class Name:	
Start Date of Absence:	
End date of Absence:	
Date of Return to School:	
Total Number of School Days Missed:	
Reason for Absence Request: Attach supporting evidence for exceptional circumstances of absence	
Name of Parent/Carer:	
Parent/Carer Signature:	
Date:	

School Office to Complete	Pupil Overall Attendance %
----------------------------------	-----------------------------------

Head Teacher Comment/Code: C – Authorised exceptional circumstances M – Medical/dental appointment P – Approved sporting activity V – Attend an educational visit/trip R – Religious observance G – Unauthorised holiday not granted O – Unauthorised absence	
Head Teacher Signature:	
Date:	
Referral to LA Needed: Y / N	Referral to LA made Date:

REQUEST FOR LEAVE OF ABSENCE FROM GLEBE

**Please read the following guidance before completing the
Request for Leave of Absence form on the reverse.**

At Glebe, we have the highest expectations for your child's attendance and believe it is vital that we work together to teach our pupils the value of attending school each and every day. Any absence from learning disrupts your child's learning and leaves them unprepared for lessons when they return.

There are 175 non-school days per year for holidays, shopping and appointments. There is no need, except in exceptional circumstances to miss a days' education. If your child misses 1 session in a week (there are 2 sessions per day) your attendance is 90%. This means your child misses 19 days of education in a year and risk not being ready for the next stage of education.

We do, however, also appreciate that there are times when a pupil is unable to attend school. The Department for Education (DfE) allows the Head Teacher to consider authorising an absence during term time, only in "Exceptional Circumstances" at the discretion of the Head Teacher, Mrs Crutchfield.

All requests must be completed on the form overleaf and should be returned to the Office at least 1 month before the absence is due to commence.

If your request is considered an Exceptional Circumstance, the school will contact you to confirm it will be authorised. All other requests are automatically unauthorised in line with the Department for Education guidance.

Parents have the legal responsibility to ensure their child attends school regularly. In the case of unauthorised absences of 5 days or more, within a 10 week rolling period, the Local Education Authority will be notified of the absence and a Fixed Penalty Notice may be issued.

The penalty notice is a fine of £80 per parent per child, which increases to £160, if not paid within the first 21 days. Thereafter, if the penalty remains unpaid, this may result in legal action by the Local Authority.