



ALDER COPPICE PRIMARY SCHOOL

Request for Leave of Absence from Learning

Achievement through Commitment

To: Mrs Randall, Assistant Headteacher

Child/ren's Name/s:

Class:

I/We would like to apply to remove my child/children from Learning

from to(inclusive)

Total number of school days

The School may only grant 'Leave of Absence' in exceptional circumstances.

Please give the reason that the leave is required, indicating any exceptional circumstances

By signing this form I understand the following:

1. The School's Attendance Policy states that absences during Term time will not be authorised unless the Assistant Headteacher agrees that there are **exceptional circumstances**.
2. Any unauthorised absences MAY be referred to The Education Investigation Service in line with their procedures.
3. I understand that if a referral is made to The Education Investigation Service I may be subject to a Penalty Notice, (a fine of up to £120 in respect of each child and each parent,) and/or be subject to further legal proceedings in the Magistrates Court.

Signed.....Name.....

DateRelationship to child

Names of each adult who has Parental Responsibility for each child

.....
.....

Address if different to child's

home:.....
.....
.....

Are you making a similar request for a sibling at another school – if yes please give details

Name of Child _____ Year Group _____

School _____

Important Notes:

- Parents wishing the School to consider authorising an absence for any reason should read these notes carefully and complete the following Form.
- Any request for Leave of Absence **must be made at least 2 weeks** in advance of the absence.
- Parents need to consider carefully before making any request for absence as any time away from school can be detrimental to your child's education.
- The School will usually respond in writing within 8 working days of receipt of the Form below informing you whether your request has been authorised.
- Please consult the School's Attendance Policy before submitting your request.
- Incomplete Forms will not be considered.
- Absences will not be authorised retrospectively if appropriate notification for approval has not been made.

Request for permission for Absence during Term Time

- There is no automatic right to any absence in Term time. The granting of leave for any absence is a matter for consideration and decision by the School.
- **The 2013 amendments to the 2006 regulations make clear that schools may not grant any leave of absences during Term time unless there are exceptional circumstances.**
- **Therefore an absence or holiday taken without permission from School will be classed as an unauthorised absence and may be subject to a Penalty Notice fine.**
- If you choose to remove your child from learning the School is unable to provide examples or copies of work which your child will miss.
- The School Term and Holiday Dates list published in the Spring Term prior to the start of the academic year indicate the dates when absences for holidays will not be authorised.