



Southwark Diocesan
Board of Education
Multi-Academy Trust

Application for Leave of Absence

St Stephen's CE Primary School

**Application for leave of absence for exceptional circumstances.
Please read the following guidance carefully.**

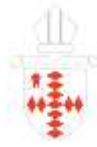
Important information for Parents/Carers

The Department for Education does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

- Exceptional circumstances: All school can grant a leave of absence for other exceptional circumstances at their discretion:
 - It must be requested in advance by a parent who the pupil normally lives with.
 - Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
 - If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.
- When making an application for leave of absence the relevant parent is advised to give sufficient information and time to allow the Headteacher the opportunity to consider all the exceptional circumstances and to notify of their decision
- Requests for leave of absence should be made before any arrangements made or money committed.
- It is advised if you have not received notification from the school regarding the leave of absence request it is your responsibility to ascertain if the leave is authorised prior to the start of the leave
- Failure to make a request for a leave of absence in advance will result in the absence being recorded as unauthorised
- Any additional days taken either side of the leave of absence period, which has not been applied for, may be considered as part of the leave of absence period and be unauthorised.
- Unauthorised leave of absence will be referred to the Local Authority upon the child's return to school for the consideration of a Penalty Notice

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days.

Please be aware that The Education (Pupil Registration) (England)(Amendment) Regulations 2013, state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.



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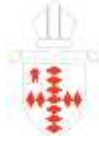
Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to validate your request.

Unauthorised absence of 5 days or more will result in the following action being taken:

1. If you have not incurred a penalty notice relating to this child/children since 19 August 2024, then the penalty notice will be charged at the rate of £160.00, **per parent/carer per child**, if paid within 28 days. This will be reduced to £80.00 if paid within 21 days of receipt of the notice. Failure to pay the Penalty Notice will result in the Local Authority considering legal proceedings against you in the Magistrates Court.
2. If you have incurred a penalty notice relating to this child/children since 19 August 2024, the rolling 3 year period will be activated from the date of the first penalty notice and the second penalty notice will be charged at the flat rate of £160.00, **per parent/carer per child**, if paid within 28 days. There will be no reduction for payment within 21 days. Failure to pay the Penalty Notice will result in the Local Authority considering legal proceedings against you in the Magistrates Court.
3. If you have incurred 2 penalty notices relating to this child/children in the rolling 3 year period since the first penalty notice was issued, then you will NOT receive a third penalty notice – the Council will have no option but to consider a prosecution, **per parent/carer per child**, in the Magistrates Court under s 444 Education Act 1996.

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. In the absence of a decision, parents/carers cannot assume that permission for the absence has been given.

For further information, please refer to our School Attendance Policy.



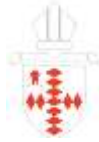
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I have read and understood the guidance given with this form? YES NO
(please read before completing the form)

Name of Child:	Class:
I am applying for leave of absence for my child for <i>[insert reason below]</i>	
from:	to:
No. of school days:	
The exceptional circumstances for which leave is requested:	
Please attach flight details if appropriate or any relevant information you wish the school to take into consideration.	
Have your child/children already had any leave of absence since 01 September 2024 resulting in a penalty notice being issue to you (applicant) or any other parent/carer? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES; please give details:	
Signed: (Parent/Carer):	Date:



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Address:

To be completed by the Head Teacher

Having considered your request carefully, my decision is that leave of absence is:

Approved

The absence will be recorded as authorised.

Not Approved

The absence will be recorded as unauthorised, and we will be requesting the Local Authority to issue a penalty notice per parent/carer per child.

Explanatory notes:

Signed:

(Headteacher)

Date: