

# **Request for Leave of Absence Form**

As a school we actively discourage parents from taking their children out of school during term time as absences can have a negative effect on progress.

**Students do not have any entitlement to time off during term time for holidays. In line with DFE guidelines, the school will only authorise requests for leave during term time if it is felt that there are exceptional circumstances. Any other leave which is taken but not authorised by the school will be recorded as an unauthorised absence on a child's attendance record.**

**It is a legal requirement for parents/carers to obtain permission from the school before removing their child to take any leave during term time. Parents may be issued with a Penalty Notice (£120 per parent per child) if they take their children out of school for leave without prior authorisation.**

You can check the school term dates on our website ([www.thealbany.biz](http://www.thealbany.biz)) to ensure you avoid booking holidays during term time.

If you wish to request a leave of absence for your child you must complete the attached form. The form can also be downloaded from the school website. This form should be filled in and returned with a letter explaining why you need to take your child out of school. It should be returned to the Attendance Officer (Mrs Bryan) at least **3 WEEKS** before the first planned day of absence, where possible.

The form will be given to the Headteacher, Mr Thorne. **Requests will only be authorised where it is deemed there are exceptional circumstances. Evidence must be provided to demonstrate that this is an exceptional circumstance and all available evidence should be submitted at this point. Any evidence provided at a later date may not be considered.**

You will receive a letter in the post, confirming the decision to approve or reject your request. If your request is rejected and your child is absent on the day(s) stated, this will be marked as an unauthorised absence and a possible Penalty Notice may be issued.

We would like to remind parents and students of the importance of good attendance and its link to attainment. Attendance plays a vital role in student success.

Government statistics show that a total absence of three weeks over the course of one year reduces your chances of achieving target grades by 20%. A total absence of five weeks reduces the chance of achieving target grades by a third! We would urge parents to think carefully about the impact extended absences can have on student progress and attainment.

In the event that a period of absence is authorised for your child, they will be expected to catch up on any work they have missed.

## Application for Leave of Absence

### GUIDELINES FOR APPLICATION

- Leave of Absence from school for any reason is not allowed without obtaining prior permission from the Headteacher. Permission for Leave of Absence is **not an entitlement** and the Headteacher, on behalf of the Governors, is not bound to grant it.
- Should Leave be required the following form should be completed, signed by parent/guardian and Form Tutor and returned to the **ATTENDANCE OFFICER** not less than **3 weeks before** the proposed absence. A written response should be sent from the Headteacher granting permission, if appropriate, within a working week

Name of Student: \_\_\_\_\_

House: \_\_\_\_\_ Form: \_\_\_\_\_

Dates of Proposed Absence: \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_

Reasons for this request:

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signed commitment of student to personally collect (or ensure a reliable friend collects) work and catches up on return.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by Form Tutor: \_\_\_\_\_ Date: \_\_\_\_\_

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**(To be completed by School)**

Number of days requested: \_\_\_\_\_

Days leave already authorised this academic year: \_\_\_\_\_

Current percentage attendance: \_\_\_\_\_%

Events/Exams during period of absence:

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View of Head of House (with reason):

Authorised

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Not Authorised

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Decision of Headteacher (with reason):

Authorised

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Not Authorised

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation letter sent: YES/NO

Date: \_\_\_\_\_