

## WEST NORTHAMPTONSHIRE COUNTY COUNCIL

### Leave of Absence Request for Pupils

Regular school attendance is vital to your child's education and parents have a legal obligation to ensure their child attends school. Dates of school holidays and training days are regularly given out and copies are available from the school office.

There is not an automatic entitlement to leave of absence and all such absences must be authorised by the Headteacher. Parents should avoid taking their children out of school during term time on holiday. Generally speaking, holiday absences and days out will not be authorised. The school's policy is available on the website if you require further information. The Department for Education guidelines which the Headteacher must follow, affecting children being away from school, are quite precise and they limit time for children to be absent from school in term, other than for situations of compassionate leave. The Headteacher is not able, by law, to grant time away from school except in certain circumstances. In **exceptional instances**, the Headteacher may authorise an absence after receiving a written request outlining the reasons for the need for a child's absence during term time. The Headteacher may need to meet with parents on such occasions to discuss the issue. Absences without the Headteacher's permission, in advance, are classed as truancy and have to be recorded on the child's school record as 'unauthorised absence'. Unauthorised absences of five consecutive school days or more will be reported to the Local Authority as per their requirements, and they may issue a fine.

SCHOOL .....

Name of Pupil ..... Year & Class .....

**I request permission for the above named child to be absent from school**

From (date) ..... to (date).....

**I feel it is necessary to request leave of absence to take my child out of school during Teaching and Learning time because:**

Signature of Parent / Carer ..... Date .....

### Response from the School

☐ The above request **HAS** been authorised

☐ The above request **HAS NOT** been authorised because.....

and will be recorded as unauthorised on your child's attendance record. Holiday absences of 5 consecutive school days or more will be reported to the Local Authority as per their requirements.

Signature of Headteacher ..... Date .....