

## Leave of Absence Request

**The following information comes from KCC and applies to all Kent Schools.**

*From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Following this amendment requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional circumstances". An "exceptional circumstance" would have to be defined as an unavoidable cause e.g., a one-off emergency situation which prevents the child from attending school.*

The Headteacher will consider each request for absence individually but can only grant such requests in exceptional circumstances. There is no right of appeal as the authorisation of the absence is the sole responsibility of the Headteacher. The Headteacher cannot give retrospective approval so any request should be made in advance by least 2 weeks.

### **Exceptional circumstances may include:**

- ◆ Family Trauma, serious illness/death of a close relative/person to the family
- ◆ To attend a wedding of a close person to the family
- ◆ Attending functions in line with culture and or religion
- ◆ Where employer stipulates that holiday has to be taken during a set period (letter from employer is required as evidence)

All requests for leave of absence must be made using this form or the online version. Completed forms must be returned to the school office. Please note that email requests for leave of absence will not be considered unless accompanied by this form. If you require help completing this form, please contact the school office and staff will be happy to assist you.

Although each request will be considered individually, we will never normally authorise leave of absence in term time under the following circumstances:

- ◆ During assessment periods
- ◆ Where the child is persistently absent, including because of ill health (unless certified by medical evidence), existing attendance record will be considered in making the decision whether to grant the leave e.g. absence will not usually be authorised if it takes a pupil's absence record below 90%

Leave of absence taken without the Headteacher's permission, or failure to return on the agreed date, will mean that the absence is unauthorised and marked as (G) unauthorised holiday. The deliberate taking of unauthorised leave in term time may result in parents/carers being liable to a penalty notice. Any leave of 5 school days (10 or more half day sessions) accumulative over a 50 school days (100 school sessions) period may result in a penalty notice. Penalty notices are issued to each parent per child if paid within 21 days increasing if paid between 21 and 28 days. Please see [www.kent.gov.uk](http://www.kent.gov.uk) for up-to-date charges.

Leave of absence taken without any notification to the school will be marked as (O) unauthorised absence and may still result in a penalty notice.



Miss Debbie Johnson  
Headteacher



**REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME  
(exceptional circumstances only)**

Education (Pupil Registration) (England) Regulations 2006  
Education (Pupil Registration) (England) (Amendment) Regulations 2013

Leave of absence will only be granted in exceptional circumstances and all leave requests must be approved by the headteacher before the leave commences.

*[Parents/Carers – please complete this form and return it to the school office providing at least two weeks’ notice except in emergency or unforeseen circumstances.]*

Name(s) of Pupil(s)			
Class(es)			

**I request permission for my child(ren) to be absent from school between:**

First day of absence	
Date of return	
Total number of school days	

Please fully explain the exceptional circumstances that you would like the headteacher to consider.  
(continue on a separate sheet if necessary)

Evidence attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No (please give reason)
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**Declaration**

I have read and understood the information about leave of absence during term time, unauthorised absence, and penalty notices. I am aware of the possible consequences should my child take leave of absence without the prior authorisation of the headteacher.

**Signature** ..... **Date** .....  
Parent/Carer

**FOR OFFICE USE ONLY:**

Attendance to date: \_\_\_\_%                      Absence previously authorised \_\_\_\_\_ days.

Request authorised     Request unauthorised     Under 5     Religious/Sporting/Traveller Leave

Next step:  Letter to parents     Refer to local authority

Headteacher Signature..... **Date** .....