

HAXBY AND WIGGINTON SCHOOLS

Leave of Absence request form

Please read the reverse before completing this form

WHEREVER POSSIBLE PLEASE ENSURE THIS FORM IS SENT TO SCHOOL AT LEAST 2 WEEKS BEFORE THE LEAVE OF ABSENCE APPLIED FOR IS DUE TO START

Name of Child.....

Class.....

Address.....

Reason for application and proposed dates of leave requested (leave of absence won't be granted unless for exceptional circumstances and pupil's attendance in last 12 months is very good):

(please state **first** and **last** dates you propose that your child will be absent):

Begins.....**and ends**.....

Name of Parent/ Carer (PRINT):

Email address of parent/ carer:

Signature of parent/carer (applications can only be made by parents/carers)

..... **Date**.....

Office use only

Date received by office:.....

No. of unauthorised absences in previous 3 months: _____

Outcome/absence code:

Possible FPN: YES/ NO

Headteacher's signature.....Date.....

Reply letter: authorise / reject Date reply sent to parent:

Date sent to FPN York:

APPLYING FOR LEAVE OF ABSENCE

The process for considering requests for leave of absence during term time from will be:

1. We will look at the child's attendance figure for last 12 months. **If the child's attendance is under 90% then requests for leave of absence will not be considered.**
2. If a parent cites work won't let them have other time off in school holidays, then a letter on headed notepaper from the parents' employer stipulating that they cannot have time off during school holiday time needs to be attached to the leave of absence request form.

Examples of where we would consider the request because of an exceptional circumstances:

1. Attendance at a religious or civil ceremony or graduation involving a close relative/carer (Mother, Father, Grandfather, Grandmother, Sister, Brother, Aunt, Uncle, Cousin) and reasonable travel time.
2. Service families where a parent is on or returning from active duty.
3. The terminal illness/ bereavement of a close family member
4. A day for moving house;
5. A day for visiting another school if a child is moving schools
6. Family emergencies until arrangements for child to attend school can be made;
7. Representing city, county or country at a national or international level in sport, music or the arts where selected to do so by a recognised authority, including reasonable travel time.

We wouldn't authorise holiday for the following reasons:

1. Shopping trips;
2. Theatre visits;
3. Participating in or travel time to 'open entry' sport, music or arts events i.e. those not involving selection by an external body;
4. Days off to meet visiting relatives.
5. Cheaper holidays
6. Family celebrations
7. It's the child's birthday

What happened if a pupil goes on holiday when it has not been authorised

- Parents do not have an automatic right for their children to have authorised absence to go on holiday.
- In certain circumstances, such as a repeated going on unauthorised holiday, parents can be issued by the Local Authority with a Fixed Penalty Notice where they take a holiday in term time which is not authorised by the head teacher. A Fixed Penalty Notice can require a parent to pay a sum of either £80 or £160. Each parent can be issued with a notice for each child, so two parents with two children can potentially be issued with four notices.