



The Priory School Request for Leave of Absence

Request for Leave of Absence To be made to the Headteacher at least 1 week in advance of date of requested absence		
Name of School:	Name of Pupil:	
Class:	Year Group:	
Dates of planned absence:	From:	To:
Confirmed date of return to school:		
Reason for Request (continue overleaf if necessary):		
Name of Sibling	Name of Sibling	
School	School	
Class/Year Group	Class/Year Group	
Parents are asked to note: <ul style="list-style-type: none"> • The 3-18 Education Trust's Attendance Policy is to fully comply with Government regulations. Statutory guidelines state "Headteachers may not grant leave of absence during term time unless there are exceptional circumstances". • Requests for leave in exceptional circumstances should be made at least 1 week in advance of the event. • Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher's decision is final. • Leave of absence will NOT be granted for pupils who are at a level of persistent absence (less than 90%) or where attendance/punctuality are a concern. • Leave of absence will NOT be granted during periods of public examinations or internal school assessments. • Leave of absence will NOT be granted for holidays during term time regardless of circumstances. • Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the school's decision, absence will be recorded as unauthorised and parents may be subject to a fixed penalty notices (fine). • Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as unauthorised, a fixed penalty notice (fine) may be requested and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the school. • Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above. 		

Circumstance	Number of Days which maybe be authorised	Additional Notes
Religious Observance	1 day in any one academic year.	<ul style="list-style-type: none"> • Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice.
Family Celebration	2 days in any one period of absence. Maximum of 4 days in any one academic year.	<ul style="list-style-type: none"> • Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice.
Family Emergency/compassionate leave	2 days in any one period of absence. Maximum of 4 days in any one academic year	<ul style="list-style-type: none"> • Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice.
Participation in sporting/arts/theatre events as part of professional organisation	See additional notes.	<ul style="list-style-type: none"> • Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice. • Not to be authorised if a pupil's attendance would fall below 96% • School to make arrangements for pupil to receive a suitable education <ul style="list-style-type: none"> ○ For not less than 6 hours per week and ○ During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and ○ On days where pupils would be expected to attend school and ○ For not more than 5 hours on any such day
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances.	<ul style="list-style-type: none"> • Absences will not be granted for any other reasons other than occupational circumstances

Name and Address of both parents (to be completed in all cases for all applications)

Signed (Parent with Parental Responsibility):

Date:

To be completed by school – copied retained on record – copy to parents
(Tick as appropriate)

Pupil's current attendance % (YTD)

Leave absence already taken this academic year

Absence authorised	No further action	Register Code/Reason	
Unauthorised Absence	Fixed Penalty Notice 6 or more sessions (1 session = ½ day) in the current or previous half term.	Register Code/Reason	
	Yes No	Not deemed as exceptional circumstances	O
	Yes No	Unauthorised Holiday	G
	Yes No	Pupil at level of persistent absence	O
	Yes No	Religious observance above 1 day in academic year	O
	Yes No	Family celebration above 2 days in academic year	O
	Yes No	Exam period	O
	Yes No	Other – please specify	O
Head Teacher Signature:		Date:	