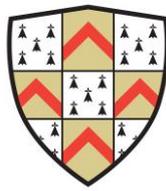


KING EDWARD VI  
SCHOOL LICHFIELD

## **Leave of Absence Guidance Notes and Request Form**

### **Leave of Absence Guidance Notes**

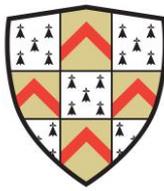
1. Parents who want the school to consider granting leave of absence in school term time should read these notes carefully, **complete the form that follows and send it to the headteacher** at [office@kingedwardvi-lichfield.staffs.sch.uk](mailto:office@kingedwardvi-lichfield.staffs.sch.uk) . This form should be sent to the school in time for the request to be considered **well before** the desired period of absence. Parents are strongly advised not to finalise any booking arrangements before receiving the school's decision regarding their request. The headteacher cannot authorise any leave of absence unless the request is received before the period of absence begins.
2. The Department for Education makes it clear that headteachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Headteachers now also determine the number of school days a child can be away from school if the leave is granted.
3. There is no automatic right to any leave in term time.
4. Staffordshire County Council understands the challenges that some parents face when booking holidays particularly during school holidays. However, we believe that, in order to ensure children receive the best education and prospects, they should be in school during term time.
5. Each case will be considered individually and on its own merits. In considering a request, the school will take account of: -
  - a. The **exceptional** circumstances stated that have given rise to the request
  - b. The stage of the child's education, their progress and the effects of the requested absence on both elements
  - c. Frequency of similar requests
  - d. Whether the parent made the request in advance
  - e. Students/pupils on examination courses will **not** normally be granted leave of absence
6. Where parents have children in more than one school a separate request must be made to each school. The headteacher of each school will make their own decision based on the factors relating to the child at their school. However, headteachers may choose to liaise with each other as part of their decision-making process.



KING EDWARD VI  
SCHOOL LICHFIELD

7. Should the school decide to grant leave of absence, but the child **does not return to school at the time s/he was expected to** (i.e. following the expiry of the granted leave of absence period) and no information is available to the school to explain/justify the continuing absence this absence will be recorded as unauthorised.
8. Should the school decide not to grant leave of absence and parents still take their child out of school, the absence will be recorded as unauthorised, which may be subject to a Penalty Notice fine of £60 per parent\* per child. This fine will increase to £120 if not paid within 21 days. Failure to pay the £120 fine within the period 22 to 28 days may lead to Court proceedings.
9. It is a legal requirement for schools to maintain accurate attendance records, including reasons for absence. Please be aware that the school will always investigate when the reasons provided for absence contradict our understanding and records will be updated accordingly.
10. The Local Authority will continue to monitor all school absences during term time and support headteachers in challenging parents who ignore the law.

\* Generally the DfE states that parents include all those with day to day responsibility for a child.



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**Leave of Absence Request Form**

To the Headteacher,

I request leave of absence for my child ..... Tutor Group.....

Date (inc) .....to ..... No. of School days .....

**I have (an)other child(ren) in an(other) school(s) as follows:**

Child(ren) (full name(s))			
School(s) attended			

Please give detailed reasons for this leave of absence request:

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Print Name .....

Signed ..... (Parent/Carer) Date.....

**Office use only:**

Seen by Headteacher      Y/N

Attendance - current school year to date .....%

Attendance - previous school year .....%

Number of days unauthorised absence already taken in the previous 12 months .....

Is student in exam year group      Y/N

Date .....

Authorised      Y/N

Refer      Y/N

Notification of decision: Date letter sent to parent/carers .....

Other outcome

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