

DOWNSWAY PRIMARY SCHOOL

REQUEST FOR LEAVE OF ABSENCE IN TERM-TIME

**To be completed at least three weeks before the proposed leave*

Education is a once in a lifetime opportunity and the law states that parents/carers do not have any legal right or entitlement to take a child out of school for the purposes of a term-time holiday. However, the Headteacher has the discretion to grant leave of absence in 'exceptional circumstances'. The following points will also be considered by the Headteacher when deciding whether to authorise a leave of absence request.

- Approval will not be given for pupils with poor attendance records (i.e. less than 94% in the 10 week period prior to request)
- Approval will not be given for leave of absence in SATs week and assessment weeks. (Please check with the school for more specific dates).
- Long weekends and days off will not be authorised as leave of absence, unless under exceptional circumstances.

Parent to complete:

Name of child:	DOB:	Class:
Reason for absence during term-time		
Proposed start date of absence	Date of return to school	
Signed Date		
(Parent/Guardian)		

In the event of unauthorised leave being taken, the school will inform the Local Authority and a decision may be made to take legal action under Section 444 of the 1996 Education Act. The Local Authority will issue a penalty notice and a fine when:

- a pupil has missed **20 half day sessions** from school within a 10 school week period and these absences have been unauthorised
- or when a pupil has missed **10 or more half days** of unauthorised leave of absence in a 10 week period (i.e. 5 school days)
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School to complete:

Number of days requested:		
Current percentage attendance:		
Headteacher's decision:	Authorised	Not authorised
Headteacher's signature:		