



Leave of Absence Request Form

PLEASE READ BOTH SIDES OF THIS FORM CAREFULLY

Schools can authorise absence only in exceptional circumstances. If taking your son/daughter out of school is unavoidable, it is imperative that they make every effort to catch up with missed work on their return.

AS A SCHOOL, OUR TARGET IS TO REDUCE THE NUMBER OF LEARNING DAYS LOST THROUGH ABSENCE AND ALL STUDENTS ARE GIVEN AN ATTENDANCE TARGET OF 97% AS A MINIMUM. THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY LOSS OF LEARNING OR PROGRESS RESULTING FROM A TERM-TIME ABSENCE.

Please note: There is no general right to authorise absence for a family holiday. If you take your child out of school without permission, the absence will be unauthorised and we will consider legal action. You are advised not to make any arrangements until your request has been considered.

Name of student Tutor group:

..... Tutor group:

Date of absence for which permission is sought:

Total number of school days:

THE HEADTEACHER CAN APPROVE YOUR REQUEST ONLY IF THERE ARE EXCEPTIONAL CIRCUMSTANCES. PLEASE PRESENT YOUR CASE FOR TAKING THE STUDENT(S) OUT OF SCHOOL DURING TERM TIME. (PLEASE PROVIDE ENOUGH DETAIL TO ENABLE US TO MAKE AN INFORMED DECISION. CONTINUE ON A SEPARATE SHEET WHERE NECESSARY).

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I have read the information overleaf and would like to proceed with this request.

Signed: Date:

For office use only:

Head of Achievement informed/aware of absence

Pastoral Lead informed of absence

For office use only:

Attendance:%

Exams and Data:

Entered on Integris

Code:

Groupcall:

Signed:



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Family Holidays & Extended Trips Abroad during Term Time

You are required under the Education Act (1996) to ensure your child attends school regularly. Amendments to the 2006 Regulations in Education (Pupil Registration) came into force in September 2013. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show that 10 days of absence in any academic year will have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may choose to do this.

The government advises that any absence after a refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

If the Headteacher does not approve an application for a leave of absence an appeal can be made through the Board of Governors. This cannot be made retrospectively.

Fixed Penalty Notices

With the implementation of the Anti-Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence for which the school has not given permission or for which the parent/carer has been unable to provide a reason that is acceptable to the school.

From September 2015, where a child has unauthorised absence the school is expected to enforce Dorset's Code of Conduct for issuing Penalty Notices. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority.

Where a student has 10 or more unauthorised absences (5 days) due either to a holiday that has been taken without permission or the refusal of a parent/carer's request for leave of absence unauthorised absence is for 10 or more sessions (5 days) a penalty notice for non-attendance may be issued.

Unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed, Highcliffe School or Dorset County Council may issue a Penalty Notice for any unauthorised absence where the student has been:

- absent or late for 10 or more half-day sessions (five school days) during any 100 possible school sessions – these do not need to be consecutive; or
- absent for 1 or more sessions during a public exam, formal school assessment or testing where dates are published in advance.

For each case of unauthorised absence the school or Dorset County Council will decide whether a Penalty Notice is issued to one or more parent/carers for each child. This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday (one penalty notice for each child to each parent).

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid Dorset County Council will consider prosecution for the non-attendance.