



# MILLTHORPE SCHOOL - LEAVE OF ABSENCE REQUEST FORM

**Before completing this form please read the following:**

- You must give at least 2 weeks' notice prior to the start of the leave of absence
- You are advised to obtain permission for leave of absence before booking
- Applications must be made by the parent/carer with whom the child lives
- Please see further information overleaf

**STUDENT NAME:** ..... **TUTOR GROUP:** .....

**NAME & ADDRESS OF PARENT/CARER:** .....

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**ACCORDING TO THE LAW, SCHOOLS CAN ONLY GRANT LEAVE OF ABSENCE IN 'EXCEPTIONAL CIRCUMSTANCES'. PLEASE EXPLAIN WHY YOU ARE REQUESTING ABSENCE IN TERM-TIME:**

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**PERIOD OF LEAVE REQUESTED:**

**From:** ..... **To:** ..... (inclusive)

**DETAILS OF ANY OTHER HOLIDAY REQUEST MADE IN CURRENT SCHOOL YEAR:**

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**PARENT/CARER DECLARATION:** I understand in making this request that:

- It is against the advice of the school
- I will do all I can to ensure that my child catches up on all work that he/she misses
- My child will miss part of his/her education that cannot be fully replaced

**Signed:** ..... **Parent/Carer**     **Date:** .....

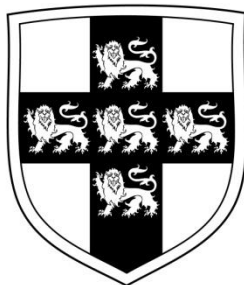
**PLEASE RETURN COMPLETED FORM TO THE SCHOOL OFFICE**

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**FOR SCHOOL USE ONLY:**     Current attendance:

<input type="checkbox"/>	Request granted
<input type="checkbox"/>	Request denied
<input type="checkbox"/>	Letter/email sent

<input type="checkbox"/>	Entered on Attendance
<input type="checkbox"/>	Attendance Code
<input type="checkbox"/>	Staff Initials



## MILLTHORPE SCHOOL

### Request for Leave of Absence During Term Time

*“Headteachers can only authorise absence in exceptional circumstances. Wherever possible, students should remain in school during term time. Requests will only be considered for authorisation where exceptional circumstances can be demonstrated.”*

*“If there are exceptional circumstances, requests will be evaluated to decide whether it is appropriate for them to be authorised. To ensure consistency and fairness, a standard set of criteria will be used to ‘score’ requests to reflect the impact the absence is expected to have on the student’s education. These scores consider the student’s year group, current levels of attendance and any previous requests. The score will then be used to inform the final decision, which will also take account of the particular individual circumstances that apply.”*

*“Absences which don’t receive the headteacher’s consent will be recorded as ‘unauthorised absence’. There is even a provision in law for headteachers to issue parents with a fixed penalty notice of £30 or £60 per parent under certain circumstances. This illustrates the government’s strength of feeling about good attendance in school which I share.”*

*“I am confident that all parents and carers support my commitment to giving every child at Millthorpe the best education they can have, and the very first step of this is keeping their child’s attendance as high as possible.”*

#### Extracts from Headteacher’s letter to parents, June 2013

*“Leave of absence shall not be granted unless —*

- (a) an application has been made in advance to the Headteacher by a parent with whom the pupil normally resides; and*
- (b) the Headteacher, or a person authorised by the Headteacher, considers that leave of absence should be granted due to the exceptional circumstances relating to that application.”*

**The Education (Pupil Registration) (England) (Amendment) Regulations 2013**