

## School Attendance Support Service Leave of Absence Request

**Before completing this form, please read the  
Leave of Absence Request – Guidance Notes : Section 1 for Parent/Carers**

### Section A: Student's Details

**All sections must be fully completed – ONE APPLICATION PER STUDENT**

School:			
Student's Name:		Date of Birth	/ /
Student's Address:		Telephone No.	
		Mobile Tel No.	
		Post Code	

### Section B: Reason for Leave of Absence

I would like to request a Leave of Absence for the above-named student:

First date of Absence from school	/ /	Returning to school on	/ /
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Head teachers can only authorise a Leave of Absence if they consider that the detail and information **you provide** constitutes an **exceptional circumstance**. You **MUST** provide **all the details and information** you would want the Head teacher to consider in deciding if your request can be granted.

**By signing this application, I understand and agree the following:**

1. That I have read the Leave of Absence Request - Guidance Notes.
2. That I am a Parent/Carer with whom the student 'normally resides'.
3. That I understand it is the Head teacher's decision as to what is and what is not an "exceptional circumstance".
4. That I will ask for and know the Head teacher's decision before my child is absent.
5. That if I take my child on an Unauthorised Leave of Absence the school can request that I and any other Parents/Carers of my child are issued with a Penalty Notice. (a fine of up to £120 in respect of each child and each Parent/Carer,) and/or be subject to further legal proceedings in the Magistrates Court)

Parent/Carer Applicant PRINT NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Parent/Carer Applicant SIGNATURE		Date of Application	/ /
Relationship to student			

**Please turn over for Section C**

## Section C: Additional Parent/Carer(s) with Parental Responsibility

You must enter the names/dates of birth and address details of every **ADDITIONAL** adult who holds Parental Responsibility and/or care of your child.

Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
		Post Code	
Relationship to student			
Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)			
		Post Code	
Relationship to student			

### For School Use ONLY

Request form Received	Date	/ /	By – Name of school staff	
Checked as complete	Date	/ /	Information corresponds with school records	<input type="checkbox"/>
Head teacher's review	Date	/ /	Data collection sheet included	<input type="checkbox"/>
Applicant advised of outcome	Date	/ /	Outcome	Agreed / Declined
How applicant was advised of outcome (i.e. verbally, by letter, by telephone) School staff may need to provide evidence of the above should Court proceedings follow.				

### School's Request for Penalty Notice

I have read the Leave of Absence Request – Guidance Notes and understand that once requested and issued a Penalty Notice cannot be withdrawn other than in the circumstances detailed.	<input type="checkbox"/>			
Agreed by Head teacher	Date	/ /		
Referral to School Attendance Support Service	Date	/ /		
Referrer Name			Position in School	
Have you attached a copy of the student's Attendance Summary/Certificate	Yes	<input type="checkbox"/>		
Have you attached a copy of the decline letter sent to Parent/Carer(s)?	Yes	<input type="checkbox"/>		

**You do not need to complete a School Attendance Referral if all the above details are provided. A Leave of Absence referral can be accepted when you use MOVEit together with a fully completed Leave of Absence Request form, a copy of the school's decline letter to parents/carers (or confirm agreement to provide a Section 9 Witness Statement) and the student's Attendance Summary/Certificate.**

Please send your completed form via MOVEit  
**T3335595\_AS\_SCHOOLNAMELOA-CHILDINITIALS**

# Leave of Absence Request – Guidance Notes

## **Section 1: For Parents/Carers**

Under the Education (Pupil Registration) (Amendment) Regulations 2013 absence **may not** be Authorised unless:

- (a) An application has been made in advance to the Head teacher by a Parent/Carer with whom the pupil normally resides (lives with most of the time); and
- (b) The Head teacher, or a person Authorised by them, considers that Leave of Absence should be granted due to the exceptional circumstances relating to that application.

It is only a Parent “with whom the child normally resides” (lives with most of the time) that can apply for a Leave of Absence for their child. A Parent/Carer who does not live with the child **cannot** apply for a Leave of Absence. Any application they might make should be rejected by the school.

Parents/Carers should ensure that any Leave of Absence application is made in advance of any Leave of Absence to be taken. (Schools may have specific timescales for processing Leave of Absence applications. Parents/Carers should make sure they know what these are. Different schools may have different timescales.)

Parents/Carers should ensure that they know if their Leave of Absence application has been Authorised by the Head teacher **before** planning, booking or paying for anything in relation to that Leave of Absence application.

Parents/Carers should ensure they provide the Head teacher with **all** the detail and information they would want the Head teacher to know in deciding if a Leave of Absence can be Authorised.

Head teachers can only Authorise a Leave of Absence if they consider that the detail and information provided by a Parent/Carer in the application can be considered as an “exceptional circumstance”.

It is at the Head teacher’s discretion to decide if the detail and information provided by a Parent/Carer can be considered as an “exceptional circumstance” and agree if any Leave of Absence can be Authorised.

Disagreements between Parents/Carers and schools in relation to what is and is not an “exceptional circumstance” cannot be considered by the School Attendance Support Service.

## **Section 2: For Schools**

Schools should consider having a clear, detailed and published policy or process that Parents/Carers should follow in applying for any Leave of Absence at their school.

Schools should decide on the format of their Leave of Absence Application Form.  
(The School Attendance Support Service provide a template document for consideration)

Schools should decide on the timescales for accepting, processing and responding to any Leave of Absence applications received.

Such a timescale would need to consider how the school might inform the Parents/Carer of the outcome of the Head teacher's decision so that it is received by them before any planned Leave of Absence starts.

Schools should decide that if any late or incomplete application is received if they will process this or if the Leave of Absence application cannot be considered and the Absence recorded as Unauthorised.

Schools should decide how they will advise Parents/Carers of the Head teacher's decision and if the Absence is to be Authorised or not.

Schools should mark all Absences in accordance with the Pupil Registration Regulations.

Schools can request that a Penalty Notice be issued to Parents/Carers should any Unauthorised Leave of Absence be taken. (Such a request should be made within 5 school days of the child's return to school after the Leave of Absence is taken)

The Attendance & Prosecution Service cannot issue a Leave of Absence Penalty Notices unless a Request is made by the Head teacher to do so, that the school can provide the required information and detail that allows for the Penalty Notice to be issued in accordance with the Penalty Notice Code of Conduct. [http://www.sandwell.gov.uk/downloads/download/1990/penalty\\_notice\\_code\\_of\\_conduct](http://www.sandwell.gov.uk/downloads/download/1990/penalty_notice_code_of_conduct)

### **Section 3: Penalty Notices**

If a Leave of Absence is not Authorised and the child is then absent from school, the Head teacher can request that the Attendance & Prosecution Service issue Parents/Carers with Penalty Notices.

The Attendance & Prosecution Service can only issue Penalty Notices for Leave of Absence following receipt of a request to do so by the school.

Penalty Notices are issued based on the information and detail provided by the school and in accordance with the Penalty Notice Code of Conduct  
[http://www.sandwell.gov.uk/downloads/download/1990/penalty\\_notice\\_code\\_of\\_conduct](http://www.sandwell.gov.uk/downloads/download/1990/penalty_notice_code_of_conduct)

Once issued a Penalty Notice cannot be 'withdrawn' unless it meets the criteria detailed in Section 4 of the Code of Conduct (see below):

*A penalty notice may be withdrawn if the local authority determines that:*

- a) It ought not to have been issued or issued to the person named as the recipient.*
- b) The notice contains material errors, e.g. sent to the wrong address.*
- c) Where the issuer did not comply with this code of conduct*
- d) Where after the expiry of 28 days the penalty notice is unpaid, and the local authority has not started legal proceedings, or wishes to take such action under section 444.*

**Unpaid Penalty Notices can result in Parents/Carers being put before the Magistrates Court and fined up to £1,000 per Parent/Carer per child plus Court costs.**