



Holy Trinity C of E Primary Academy & Nursery



Request for Pupil Leave of Absence From School in Exceptional Circumstances (Please read notes overleaf before submitting this form)

Full name of child(ren)

Address:

Reason for application and dates (Please attach proof of evidence) _____

Signature of parent(s)/carer(s) _____ Date: _____

Office use only attach attendance certificate

Authorised Unauthorised

Comments _____

Signed Date:

.....
Return to parents

Permission for leave of absence in term time Authorised Unauthorised

Name of pupil(s) _____

Comments _____

Signed Position:..... Date

Leave of Absence in Term Time

Department for Education Guidance for Parents

- Leave of Absence in term time is actively discouraged by the school, the LA and the Department for Education.
- Proof of the “exceptional circumstances” for which leave of absence is requested will need to accompany this form. (NB: Holidays are not considered to be exceptional circumstances)
- Applications for leave of absence should be made at least one calendar month in advance.
- It remains a discretionary power of the head teacher to authorise leave of absence.
- Leave will only be granted where proper procedures have been followed and the permission given by an authorised person within the school.
- Leave of absence will not be granted retrospectively.

Leave of absence will not be authorised in the following circumstances:

- **for the first term of reception**
- **during examination periods – i.e KS1 & KS2 SATs**

Procedure

- Parents should complete a request for leave of absence form (Ht1) and return it to the school for authorisation at least one calendar month in advance
- Parents will be informed of the schools decision (ideally within 5 working days)
- If the leave of absence is not to be authorised the EWO will receive a copy of this communication with the parents and in such cases a HITT warning notice will be served
- If a Warning has been served and the leave of absence is taken and the conditions are in line with the Code of Conduct a Truancy Penalty Notice will be served, currently £60 per pupil payable within 21 days, rising to £120 within 28 days
- If the TPN is not paid the LA will prosecute for the absence under the Code of Conduct Regulations