



The James Oglethorpe Primary School



Request for Leave of Absence in term time

Department For Education regulations state that Headteachers cannot grant any Leave of Absence during term time unless there are exceptional circumstances.

- Headteachers will determine the number of school days a child can be away from school if the leave is granted.
- Parents/guardians must make a case for ALL Leave of Absence during term time and submit their request on a standard form at least 2 weeks in advance.
- Leave of Absence cannot be authorised retrospectively, except for family trauma/bereavement.

A Penalty Notice could be issued without formal written notification to the parent if the parent has taken the pupil out of school during term-time without the school's authorisation or (in cases where the school has authorised absence) has failed to return the pupil to school on the date agreed with the school.

The penalty is £60 per parent, per child, within 21 days or £120 within 28 days

Child's Name Class..... Year.....

Leave of Absence is requested from to
(Inclusive dates please)

Number of school days to be missed

Part Day

Time to arrive at school or
Time to leave school.....
Hours absent from school

Please provide the exceptional circumstances, in the space below, for requesting a leave of absence in term time or send a covering letter.

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SignedParent/Guardian Date

For Official Use:	
Date Received.....	Date Returned
Number of sessions missed: (Sick) (Medical) (Holiday) (Other).....	
Unauthorised days.....	Attendance % Attendance Profile attached Yes/No
<u>Record of Decision:</u>	
Authorised in full	days
Authorised in part for	days Unauthorised for
Signed on behalf of the Governing Body	
Head Teacher/ Deputy Head	