



Leave of absence

Parents are asked to consider very carefully the implications for their own child and others before making a decision to remove their child from the education that is provided in school in term time. Children should only be removed in exceptional circumstances. These circumstances and the factors to be taken into account by parents considering such absence are given overleaf. If you intend to take your child out of school, please complete the form below, giving as much notice as possible. The school is required to record all absences as Authorised or Unauthorised. The decision is based on the information given below. Should a parent who is considering taking their child out of school wish to discuss the implications please contact the school office to make an appointment to see the Head Teacher.

Please complete the following after you have read the guidance overleaf and send to the school office.

| | |
|-----------------------------|-----------------------|
| Name of Child: | Class: |
| Date of absence: | Total number of days: |
| Child's current attendance: | |

Please tick the appropriate box for the reason you wish to take your child out of school and give the reason for this absence request below:

| | |
|---|---|
| Medical/dental appointment | Authorised |
| Interview/Visit to another school | Authorised |
| Religious Observance | Authorised |
| Holiday | Unauthorised |
| Special Occasion Please give specific reasons below | Unauthorised (except in exceptional circumstances) |
| Compassionate leave Please give specific reasons below | May be authorised |
| Reason for request of leave: | |
| This cannot be taken during the school holidays because: | |
| Has your child already had leave of absence in this school year: YES/NO | |
| I also have children at: | |
| Signed: (Parent/carer) Date: | |

For School Use:

Authorised

Unauthorised

Signed: _____ Date: _____

Heather Ridge Infant School
Application for Leave of Absence

As parents, you have a legal responsibility to ensure your child's attendance at school. During the academic year, pupils are at school for 190 days and at home for 175 days. Children are expected to attend school 100% of the time.

Please be aware that The Education (Pupil Registration) (England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

Please complete and submit the form overleaf if you want the Headteacher to consider your request for your child's leave of absence. We may ask for proof to back up your request. The Headteacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and will notify you of the decision. For further information, please refer to our School Attendance Policy.

Unauthorised absence of 5 days or more may result in the issue of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Surrey County Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served a summons to appear at the Magistrates Court.

Guidance for parents on pupil attendance

We recognise that there are some genuine difficulties and tensions for parents when they make a decision to take their child out of school.

The following information is offered to help:

Why keep your child in school?

Some areas to consider:

- Children have a right to the education that is planned and provided by school.
- Taking a child out of school is disruptive to the child concerned both at the time, before and after the event.
- Absence may be disruptive to others in the class.
- Children away from school miss the scheduled work. The learning experiences cannot be packaged and sent home and are part of ongoing work. For this reason, children may not be able to maintain progress. Groupings may need to be changed as a result.
- Confidence and self-esteem may be damaged as the child no longer feels part of the class and the learning situation has moved forward without them.
- A high number of absences in a class impact on the general level and pace of learning. Teaching may need to be adjusted for the whole class as foundations for the next stage may have been undermined.
- Taking children out of school conveys a hidden message about values that are placed on education: a holiday /special occasion is more important than the learning taking place in school. This attitude may be adopted by the child.

Why take your child out of school?

There may be genuinely exceptional reasons for taking a child out of school as listed overleaf. School policy is that absence for other reasons is not authorised.

If, after taking all the factors above into account, parents decide to take their child out of school for other than exceptional reasons as described, the parents should take responsibility for this decision and appreciate that their child's absence shall be regarded as Unauthorised.

As a school, we seek to provide the very best learning experiences for your children and this principle is behind our views on time out of school. We hope this is helpful and I am very happy to discuss individual circumstances with you.