

# FALCONER'S HILL INFANT SCHOOL

## Leave of Absence Request Form

Schools have a responsibility to ensure children's attendance is as high as possible. All Daventry schools have reviewed their attendance policies so there is common practice.

From 1<sup>st</sup> September 2013 the new law gives **NO** entitlement to parents to take their child on holiday during term time and this could lead to a fixed penalty notice. **As of 22<sup>nd</sup> April 2016 a child absent for 5 consecutive days unauthorised may incur a Fixed Penalty Notice.** There is a requirement that schools notify the School Attendance Support Service (SASS) of all unauthorised absences that meet the criteria for Fixed Penalty Notices. The initial Fixed Penalty Notice of £60 is issued to each parent for each child (two parent family, two children = £240) if paid within 21 days. Non-payment will mean that the Penalty Notice will rise to £120 after 21 days but within 28 days of receipt. If the penalty has not been paid within 28 days of issue the Local authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents/carers will receive a Criminal record and could be fined up to £1000.

**If parents wish to apply for a leave of absence please follow the following procedure:**

- Read the school's attendance and leave of absence policy thoroughly.
- Note the school's procedure in relation to authorising absence.
- If there are exceptional or compassionate reasons for applying for a leave of absence then complete a leave of absence form & make an appointment to see the Headteacher or Parent Link Worker, Mrs Birch.
- It is at the Headteacher's discretion whether a leave of absence is authorised or not. Only where there are strong compassionate reasons or extenuating circumstances is any leave of absence likely to be authorised.
- No leave of absence will be authorised unless an appointment has taken place with the Headteacher or Mrs Birch.

~~By submitting this request, you confirm you provide consent for referral, sharing both parents'/carers' contact details and the involvement of Learning, Skills and Education team with the family where it is deemed appropriate. Please be aware that the referral details will be stored on a secure database for use by Learning, Skills and Education staff and the staff can discuss your child's progress with other professionals, including those from other organisations, settings and health colleagues. Privacy notice for West Northamptonshire Council can be found at [Corporate privacy notice | West Northamptonshire Council \(westnorthants.gov.uk\)](http://www.westnorthants.gov.uk)~~

### Leave of Absence Request Form

You will receive notice of whether the leave of absence has been authorised no more than one month before the dates identified.

Child's Name: ..... Class: .....

I request permission for my child to be allowed a leave of absence from school as follows:

Date: ..... From ..... to .....

Reason: .....

.....

.....

Parent's Signature: ..... Date:.....

**PLEASE HAND THIS FORM IN AT THE SCHOOL OFFICE AND ASK FOR AN APPOINTMENT TO SEE THE HEADTEACHER OR MRS BIRCH**

Authorised / Unauthorised

### For Headteacher to complete:

This Leave of Absence has been: Authorised / Unauthorised

In the case of unauthorised absence please note the school policy above.

Headteacher's signature: .....

Slip to be returned to parent.

Attendance	% ytd
Child's Name:	
.....	
From.....	
To.....	

There are 175 non-school days each year

175 days to use for  
family time, visits, holidays, shopping, household jobs and other appointments

SCHOOL ATTENDANCE

