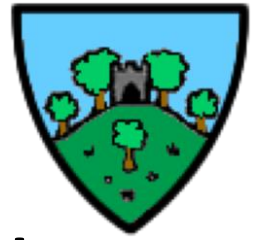




LINCOLNSHIRE COUNTY COUNCIL



# **HOLTON-LE-CLAY SCHOOLS**

## **Pupil's Leave of Absence Request**

**From 1<sup>st</sup> September 2013 schools are no longer allowed to authorise leave of absence for family holidays. From September Headteachers may not grant any leave of absence for students during term time unless there are exceptional circumstances.**

**In summary as from 1<sup>st</sup> September 2013**

- **Schools are no longer allowed to authorise leave of absence for family holidays**
- Any leave of absence requests can only be authorised **in advance** by the Headteacher **in exceptional circumstances.**

May I therefore ask that you respect these new regulations under which we must know work, and that if you do need to take your child out of school during term time, you make very clear in your request how the circumstances are exceptional? If this is not clear then under the new legislation, I will not be allowed to grant leave.

The staff and governors would like to stress the impact that this can have on a child's progress. The teaching and learning that takes place in school when pupils are absent, is substantial and certainly missing these opportunities can affect pupils levels of understanding and knowledge. There are significant times in the school year when it is crucial that pupils are in school i.e. the first week of any term but especially September and May when SATS testing is taking place.

The Headteacher and Governors of all schools are expected, by Government regulations, to closely monitor absences and make every attempt to reduce them. Therefore this absence request form is part of our School Attendance Policy.

The Headteacher will assess on an individual basis, the exceptional circumstance detailed on this Pupil Absence Application form, to make an informed decision regarding this authorised or unauthorised absence request.

HOLTON-LE-CLAY INFANT/JUNIOR SCHOOL

**APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

**If you consider you have to take your child out of school in term time, and that you have exceptional circumstances, please complete this form and return to school at least 14 days before the date you wish to remove your child.**

Name of pupil..... Class.....

Home address .....

First date of absence ..... Date of return to school.....

Total number of school days missed .....

Reasons for exceptional absence.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**(PLEASE ATTACH EVIDENCE)**

Name of Parent/Carer making application.....

Signed..... Dated.....

**Please be aware that if your absence request is not authorised, Fixed Penalty Notice(s) may be issued.**

(Please ensure you are giving at least 14 days notice of the proposed absence)

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**SCHOOL TO COMPLETE**

Date Received..... Attendance to date:.....

Leave of absence has been authorised due to exceptional circumstances evidence by the Headteacher.

Leave of absence has not been authorised due to:

- Low attendance
- Not deemed an exceptional circumstance.
- No evidence of exceptional circumstance
- Application received with less than 14 days notice

and any absence taken by the pupil will be recorded as unauthorised.

**Please be aware that if your absence request is not authorised, Fixed Penalty Notice(s) may be issued.**

.....  
Mrs D Hunt, Executive Headteacher

.....  
Date