

# Penryn Partnership Absence Requests

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Dear Parent,

## Leave of Absence Requests

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, which have come into force from 1<sup>st</sup> September 2013.

The amendments make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances, and it is the headteacher who is to determine the number of school days a child may be away from school on these occasions.

**There is no longer any reference to family holiday, extended leave or the threshold of ten school days.**

As a result of these changes to legislation all the Headteachers within the Penryn Partnership group of schools have agreed a joint policy with regard to requests for leave of absence to give families a consistent and fair approach across all the schools in the area. This decision has been made in conjunction with the Education Welfare Officer in the Penryn Partnership.

This policy therefore makes clear that:

- **No absence will be authorised unless there are exceptional circumstances.**
- **In these exceptional circumstances it is the headteacher that is to decide how many days of absence should be granted.**

All schools now have a new 'Leave of Absence Form' that must be completed for any planned leave of absence. Authorised absence will only be granted should the school deem that the case is "exceptional."

Partnership Heads.



# Penryn Partnership Absence Requests Form

(Please read the notes on the back of this form before you complete it and return it to your child's school. If you have children in more than one school within the Partnership please complete a form for each school.)

Child's name:

Class or tutor group:

First day of absence from school:

Last day of absence from school:

Total number of days absent:

If you have Siblings at other Partnership schools (please give name(s) of children and school)

Why are you planning an absence during term time? Please indicate any information you would like us to consider.

I have read the notes overleaf. The information I have given on this form is correct:

Signature of parent or carer:

Date:

## For school use only

Request approved/not approved:

Date:

Headteacher's signature:

Date:

