



St Andrew's Church of England Primary School

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Headteacher: Mr P Hayward BA Hons



*Following God's path to
flourish in life*

Dear Parent/Carer,

Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community, as such holidays which take place partly of wholly within term-time are not permitted.

The 2013 amendments to the 2006 Education (Pupil Registration) (England) state that headteachers may not grant any leave of absence during term-time unless there are "exceptional circumstances".

The Mid-Trent MATs criteria for exceptional circumstances which warrant an authorised leave of absence from school are identified as:

- Attendance as a specific and significant event, e.g. a wedding or funeral of someone close to the family which cannot otherwise be attended without absence from school.
- Attendance at a religious or culturally significant event;
- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future which coincides with school holidays;
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from medical or emotional issue;
- The death or terminal illness of a person close to the family.

If parents/carers feel that there are such circumstances which warrant their child's absence from school they should complete this request for leave of absence form, clearly stating the exceptional circumstances. Upon receipt, each request will be considered on an individual basis by the headteacher in conjunction with members of the school's Local Academy Committee members if necessary. Parents and Carers will then be notified of the decision as soon as possible. If leave is granted, the Headteacher will determine how many school days are warranted given the exceptional circumstances criteria above.

If leave is not granted and it is subsequently taken, it will be deemed unauthorised absence and a fixed penalty notice may be issued, regardless of the length of time a pupil is absent. Please note that the school does not issue the penalty notice, nor does the school profit from any monies received by the local authority as a result of fines issued. For information, the penalty notice fine currently stands at: £60 per parent, per child, if paid within 21 days, rising to £120 per parent, per child, if paid between 21-28 days. If the fine is not paid within 28 days, prosecution under S444.1 of the Education Act 1996 may occur. If prosecution takes place, the maximum fine is £1,000 per parent, per child.

We thank you for your support and understanding in these matters, and attach a leave of absence request form should you still wish to make a request in line with the guidance and information above.

Yours sincerely,



Leave of Absence Request Form



Full Name(s) of child/ren:	
Name of parent making request:	
Address:	
Dates of requested absence:	
Number of school days absence requested:	
Exceptional circumstance within which the request for absence falls (please tick):	
<input type="checkbox"/>	Attendance as a specific and significant event, e.g. a wedding or funeral of someone close to the family which cannot otherwise be attended without absence from school.
<input type="checkbox"/>	Attendance at a religious or culturally significant event;
<input type="checkbox"/>	Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future which coincides with school holidays;
<input type="checkbox"/>	Where an absence from school is recommended by a health professional as part of a parent of child's rehabilitation from medical or emotional issue;
<input type="checkbox"/>	The death or terminal illness of a person close to the family.
<input type="checkbox"/>	Other exceptional circumstance which potentially fulfils the requirements for a leave of absence.
Please provide any additional information or evidence which supports your application (this may include invitations, letters from employers, leave dates etc):	
Parent/carer signature:	
Date:	

Please scan/copy and attach any supporting evidence or documentation with this application.

OFFICE USE ONLY	
Current attendance of all children included in the application (inc. % authorised and unauthorised absence):	
Number of days leave already granted for children included in the application this academic year and nature of exceptional circumstance in which leave was granted:	
HEADTEACHER REVIEW OF APPLICATION	
Outcome of Application	
	Approved
	Not Approved
	Partially Approved. Number of days authorised:
Reasons for Decision:	
	Application does not meet the exceptional circumstances criteria outlined by the Mid-Trent MAT.
	Application meets the following exceptional circumstances criteria outlined by the Mid-Trent MAT: <ol style="list-style-type: none"> 1. Attendance as a specific and significant event, e.g. a wedding or funeral of someone close to the family which cannot otherwise be attended without absence from school. 2. Attendance at a religious or culturally significant event; 3. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future which coincides with school holidays; 4. Where an absence from school is recommended by a health professional as part of a parent of child's rehabilitation from medical or emotional issue; 5. The death or terminal illness of a person close to the family.
	Application potentially meets the criteria for other exceptional circumstance and was discussed and approved/not approved following presentation at Leadership Forum meeting on:
Signed:	(Headteacher)
Date:	
Date Parent/Carer notified of outcome of decision:	