

Yarborough Academy

Parental Request Form for Leave of Absence

**The Education (Pupil Registration) (England) Regulations 2013 No. 756 and
The Education (Penalty Notices) (England) (Amendment) Regulations 2013
No. 757 – Regulation 7**

Relevant DfE Guidance ‘School Attendance’ 2013

Leave of absence may only be granted by Mrs H Albery, Headteacher.

A pupil **may** be granted leave of absence if;

- (a) an application (with supporting evidence, if appropriate) has been made **in advance** to the Headteacher by a parent with whom the child normally resides. And
- (b) the Headteacher considers that leave of absence should be granted due to the **special circumstances** relating to that application.

When considering a request the school should take into account:

- the amount of time requested
- age of the pupil
- the pupil’s general absence/attendance record
- proximity of SATs and public examinations
- length of the proposed leave
- pupil’s ability to catch up the work
- circumstances of the request
- purpose of the leave
- frequency of the activity
- when the request was made

If a request, or any part of it, is refused, and the child does not attend school, or if days in excess of granted leave are taken, that absence will be **Unauthorised**.

The Education Welfare Service will be informed of Unauthorised Absences relating to requests for leave of absence and will take appropriate action, which could include a Penalty Notice or prosecution.

If you believe your application for leave of absence are under exceptional circumstances, please fill in this form and hand it in to the office as soon as possible. This will then be passed to the Headteacher for consideration.

Name of Pupil.....Class.....

I would like to request that the above pupil is given Leave of Absence from school.

from.....to.....(please give dates)

Total number of days pupil would be absent from school.....

Reasons for requesting holiday absence during school time:

Name of Parent/Guardian with whom child resides:

(please print).....Signature.....

Please consider the following facts:

A pupil who is authorised to take 10 days holiday during one whole academic year will only attain only 94.7% attendance

There is a strong link between the amount of absence and the results/qualifications that a pupil achieves.

Every lesson matters – children who have time off often find it difficult to catch up and do well at school.