|  |  |
| --- | --- |
|  | Leave of Absence Notification |

“Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

…Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher’s discretion.

…If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

…if the leave of absence for holiday was not authorised by the school, either the school or the local authority may issue a penalty notice.”

***DFE: School Attendance - Statutory guidance and departmental advice***

***Ref: DFE-00257-2013 updated October 2014***

**We request that you notify us of any planned absence using our form. Although the DfE has clearly stated that the absence will be marked as unauthorised other than in exceptional circumstances; as a school we need to keep a record of where our children are when they are absent.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Class |  |

|  |  |
| --- | --- |
| Will be absent from school because: |  |
|  | |

|  |  |
| --- | --- |
| Date of last day at school: |  |

|  |  |
| --- | --- |
| Date of first day back at school: |  |

|  |  |
| --- | --- |
| Parent/Guardian signature: |  |

|  |  |
| --- | --- |
| Date: |  |

**Office use only:**

|  |  |
| --- | --- |
| Current percentage of attendance: |  |

|  |  |
| --- | --- |
| Unauthorised Absence: |  |

|  |  |
| --- | --- |
| Authorised Absence: |  |

|  |  |
| --- | --- |
| Number of days: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff initials: |  |  | Date: |  |