

# Leave of Absence Request Form



Building each other up -  
with God as our firm foundation

## Child's details:

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## Parent/Carer's details 1:

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

## Parent/Carer's details 2:

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

## About the request for your child's absence from school:

Dates of absence:

From: (date of first day of absence) \_\_\_\_\_

To : (date of last day of absence) \_\_\_\_\_

Date child will return to school: \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

(parent who lives with the child or has day to day care of the child)

**If you feel there are exceptional circumstances for requesting leave of absence, please provide an explanation of these reasons as well as any evidence to support them:** (please also refer to the information on the next page)

---

---

---

---

---

---

---

---

---

---

(Continue on another page if necessary)

**Leave of absence MUST be requested in advance of the dates of absence. Evidence to support exceptional circumstances must also be provided for consideration at the time of the request being made and cannot be submitted after the decision has been made.**

Where the reason for the absence is for a significant family event relating to a close/immediate family member (for example, parent or sibling) such as a wedding, this may be classed as an exceptional circumstance. However, the exceptional reason can only be applied to the specific day of the event and not the days around the event for example, if the wedding is taking place abroad.

### **Guidance from the DFE – Working Together to Improve School Attendance**

#### **Granting leaves of absence.**

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

**Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see code C1)

**Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.

**Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.

**A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. (For full details please see part-time timetable)

**Exceptional circumstances:** All schools can grant a leave of absence for other **exceptional circumstances** at their discretion. **Only exceptional circumstances warrant a leave of absence.** It must be requested **in advance** by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school. **The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.**

#### **Penalty notices –**

The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority regardless of who issued the penalty notice.

#### **Changes from August 2024 -**

The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

A second penalty notice issued to the same parent in respect of the same pupil will be charged at a flat rate of £160 if paid within 28 days (no option to reduce with an early payment)

A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.