

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

REQUEST FOR AUTHORISED LEAVE OF ABSENCE FOR STUDENTS IN YEARS 7 TO 11

(Please **do not** use this form for medical appointments. Please advise by letter in advance any pre-arranged medical appointments.)

This form should be completed by the parent or guardian and returned at least two weeks before the absence to the Attendance Officer.

I request permission for

..... (Daughter's name) Form

to be absent from school from 20... to20...

Please indicate the reason AND give details below:

Reason and Details:

.....
.....
.....

Date Signed
(Parent/Guardian)

In deciding whether or not to authorise the period of absence, the school will follow the guidelines stated on the reverse of this form.

REPLY

The school agrees/does not agree to authorise the period of absence requested.

Reason for refusal (where applicable):

.....
.....

Received by Attendance Officer Date:

Signed Year Leader Date:

Signed Headteacher Date:

- Decision noted by Attendance Officer.
- Return to Parent via Form Tutor and student.

ABSENCE OF SCHOOL CHILD ON HOLIDAY: GUIDANCE FOR SCHOOLS

The Education (Pupil Registration) (England) Regulations 2006 have been amended as from September 2013 in relation to leave of absence during term time for students.

Department for Education – School Attendance Statutory Guidance and Departmental Advice dated August 2013 states:

- *Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.*
- *Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.*
- *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 taking an unauthorised term time holiday is grounds for issuing a penalty notice according to the local authority's code, and 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.*