

LEAVE OF ABSENCE REQUEST

Following the new legislation introduced on 1st September 2013 regarding pupils' absence during term time for family holidays, all schools are unable to grant leave of absence except in exceptional circumstances. Therefore most absences will be unauthorised.

If you wish to request a leave of absence then please write to Mr Cox, the Head Teacher, explaining the exceptional circumstances. A decision will be made as to whether the absence is authorised or not. If an absence is unauthorised and the child does not attend school on the dates requested, the Authority will be notified by the school and a Fixed Penalty Notice (FPN), under Section 444(1) of The Education Act 1996, may be issued.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child - £120 per parent
After 21 days and before 28	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance.

The reasons behind the change in this legislation by the Department for Education is to raise attendance and therefore improve standards.

Further information can be found by following the link below:

www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/r

Request for Leave of Absence

Child/Children..... Class.....

I wish to seek permission for my child to have a leave of absence from The Dingle Primary School

From:.....

To:.....

I enclose a letter to Mr Cox outlining the exceptional circumstances for the request.

Signed:..... (parent/guardian)