



# ALLINGTON PRIMARY SCHOOL

## Special Leave of Absence Request

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Following this amendment requests for holidays in term-time will not be authorised as the Regulations only allow the Headteacher to authorise absence (leave) in "exceptional circumstances". An "exceptional circumstance" would have to be defined as an unavoidable cause e.g., a one-off emergency situation which prevents the child from attending school.

The Headteacher will consider each request for absence individually but can only grant such requests in exceptional circumstances. There is no right of appeal as the authorisation of the absence is the sole responsibility of the Headteacher. The Headteacher cannot give retrospective approval so any request should be made in advance by least 1 week. Please be aware that additional evidence may be requested when considering a request.

### Exceptional circumstances may include:

- Family trauma, serious illness/death of a close relative to the family
- To attend a wedding of a family member
- Attending functions in line with culture and or religion
- Specialist examination- e.g. dance or music exams (letter from the provider is required as evidence)

All requests for leave of absence must be made using this form. Completed forms must be returned to the school office. If you require help completing this form, please contact the school office and staff will be happy to assist you.

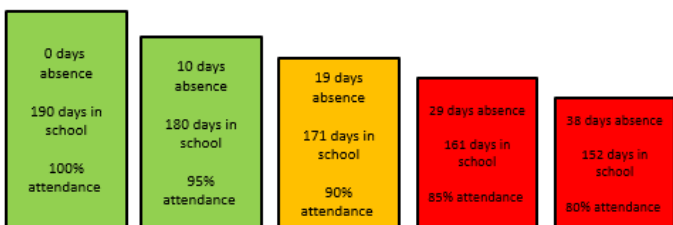
Although each request will be considered individually, we will never normally authorise leave of absence in term time under the following circumstances:

- During assessment periods
- Where the child is persistently absent, including because of ill health (unless certified by medical evidence), existing attendance record will be considered in making the decision whether to grant the leave e.g. absence will not usually be authorised if it takes a pupil's absence record below 90%.

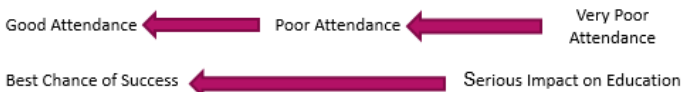
Parents have a legal duty to ensure that their children of compulsory school age receive a suitable full time education through regular attendance at a school or otherwise (ie home education) (Section 7 Education Act 1996). If a child who is of compulsory school age, who is registered at school and fails to attend regularly, it is the parent that will be guilty of an offence (Section 444 (1) Education Act 1996). Parents whose children have sustained or repeated unauthorised absence may be subject to a referral to the Local Authority for further action.

We have a shared responsibility to ensure that the law is upheld and it is important that your child attends school regularly in order to achieve their full potential. The following table outlines the impact of lost learning time:

There are **365 days** in a year and **190 days** in a school year.  
This leaves **175 days** for holidays, family gatherings, birthday treats and non-medical appointments.



Attendance	Absence	Lost Education in an Academic Year	Lost Education During the 7 Years of Primary School
90%	19 days	4 weeks	Over ½ a year missed
85%	29 days	6 weeks	Nearly 1 year missed
80%	38 days	8 weeks	Nearly 1 ½ years missed
75%	47 days	10 weeks	Nearly 1 ¾ years missed



For further information on attendance at Allington Primary School, please refer to our Attendance Policy which can be found on the school website - [www.allington.kent.sch.uk](http://www.allington.kent.sch.uk)

# ALLINGTON PRIMARY SCHOOL

## Request for Special Leave of Absence (Including accompanying parents on annual holiday)

I request that consideration be given for my child to be granted leave from school.

Name of Child: \_\_\_\_\_

Class: \_\_\_\_\_ No. of days: \_\_\_\_\_

From: \_\_\_\_\_ to: \_\_\_\_\_ (inclusive)

Please indicate your reason and state any **exceptional circumstances:**

- Leave during term time will only be granted in exceptional circumstances.

Although each request will be considered individually, schools will never normally authorise leave in term time under the following circumstances:

- At the beginning of school terms
- During examination periods
- Where the child is persistently absent, including through ill health

It is necessary for the approval of the Governing Body to be obtained before leave can be taken.

Signed \_\_\_\_\_ (Parent/Carer) Date \_\_\_\_\_

✂ \_\_\_\_\_

For Office use

- Authorised \_\_\_\_\_
- Unauthorised \_\_\_\_\_
- Reply slip \_\_\_\_\_
- Scholarpack \_\_\_\_\_