



Denmark Road High School

Student Leave of Absence (Non-medical)

I wish to apply for leave of absence from school, during the term, to enable:

Name of Student: _____ **Form:** _____

- to attend a music/dance exam
- to take part in sports/drama performance
- to accompany me on annual family holiday
- other (please specify) _____

(Please delete those that do not apply).

Details of leave, including dates. If a request is made for a holiday, please specify the reason(s) for going during term time:

I understand that if leave of absence is not granted then the student's attendance is expected at school.

Signature of Parent/Carer: _____

Name of Parent/Carer: _____

This form should be completed and returned to Denmark Road High School **no later than a month before the proposed leave; excluding school holiday times.**

Leave for family holidays may be granted for up to 10 days at the discretion of the Headteacher for special circumstances.

PLEASE BE AWARE THAT IF A LEAVE OF ABSENCE FOR FAMILY HOLIDAY IS DECLINED AND THE HOLIDAY IS TAKEN PARENTS MAY BE ISSUED WITH A PENALTY NOTICE.

Approval will not be given for the school examination periods (dates published in the School's Annual Calendar).

The school operates Safeguarding procedures and takes its responsibility of duty of care for students seriously. Therefore we would be grateful if parents/carers would abide by the procedures set for all students in the main school.

All students in Years 7-11 MUST BE collected from THE MAIN RECEPTION by their parent/carer, or another adult contact on their student data sheet. Students should go to the Well-Being centre to sign out, (and sign in again if returning to school). Students will then go to the main reception when their parent/carer arrives.

<p>Parent/Carer Checklist:</p> <p><input type="checkbox"/> Form completed fully</p> <p><input type="checkbox"/> Copy of confirmation of appointment e.g. Letter or appointment card</p>	<p>For School Use:</p> <p>Date Received: _____</p> <p>Attendance %: _____</p> <p><input type="checkbox"/> Form completed fully</p> <p><input type="checkbox"/> Internal authorisation checklist completed</p> <p><input type="checkbox"/> Previous penalty notices issued</p> <p><input type="checkbox"/> Copy of proof of appt received <input type="checkbox"/> N/A</p> <p>Absence Type <input type="checkbox"/> Authorised <input type="checkbox"/> Unauthorised</p> <p><input type="checkbox"/> SIMS updated</p> <p><input type="checkbox"/> Email/letter sent to parent/carer</p>
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December 2019

Request for leave of absence during term time

Parents should be aware that the law does not grant parents an automatic right to take their child out of school during term time. The Department for Education allows a Headteacher the discretion to consider authorising a leave of absence in term time only in “exceptional circumstances”.

You may consider that a holiday will be educational but your child will still miss out on the teaching and learning that their peers will receive whilst your child is away. Children returning from a leave of absence during term time are also unprepared for the lessons which build on the teaching they have missed and arrangements need to be made for individual children to catch up on missed work. Disruption to the continuity of teaching and learning is something we all have a responsibility to avoid.

If requesting a leave of absence you will need to complete the form on the reverse of this notice, setting out the reasons. If the holiday is not considered to be an exceptional circumstance it will not be agreed. If you nevertheless take your child out of school for the leave of absence this **will be recorded as unauthorised leave.**

In the case of an unauthorised leave of absence the Headteacher may request that the Local Authority issue a Fixed Penalty Notice without further warning to the parent. Please note that such a penalty is issued to each parent for each child taken out of school. A Penalty Notice is a fine of £60 if paid within the first 21 days which increases to £120 if paid between 21 and 28 days. Thereafter, if the penalty remains unpaid this may lead to prosecution through the Magistrates’ Court.

All leave of absence requests should be completed on the attached form by the parent with whom the child ordinarily resides. This should be returned to the school at least seven days before the start of the holiday. All requests must be made prior to the leave being taken. Leave cannot be authorised retrospectively. You will be notified the outcome of my decision either by email or letter.

I hope you will support our efforts to maintain good levels of attendance and attainment.

Yours sincerely,



Headteacher