



Christ the King Primary School

- ✦ To live & learn together in harmony.
- ✦ To grow & develop in Christ.
- ✦ To reflect God's love in all we do.

Guidance Notes for Application for Leave Of Absence/Special Leave Request

There is no entitlement for a parent/carer to remove their child from the school for the purpose of a holiday or extended trip overseas during term time. In accordance with government advice, we will only grant a leave of absence **in exceptional circumstances** in any academic year.

If you want to apply for Leave of Absence, you will therefore be expected to make a clear and well supported case to prove that the circumstances are exceptional.

Parents/carers are advised not to make any travel arrangements or reservations until leave has been approved.

The guidelines for applying for leave of absence are set out below:

1. Parents/carers must make a case for taking a child out of the school for any period during the school term. No parent/carer can demand leave of absence for the purpose of a holiday as a right and the school is not obliged to agree to such requests.
2. The Executive Headteacher/Deputy Headteacher has the authority, through current legislation, to decide whether or not to authorise the absence. In making a decision, the Executive Headteacher/Deputy Headteacher will take the following into account:
 - The reasons given for the leave of absence (e.g. the "exceptional" circumstances)
 - The time of the year and/or term
 - Whether the child will miss any preparations for tests/exams
 - The student's previous attendance record – including any patterns of absence
 - If leave is granted, the amount of leave will not normally exceed ten working days in any academic year. (*Regulation 12, The Education School and Further Education Regulation 1989*)
3. Parents/carers who are considering taking their child out of the school during term are requested to fill in the form overleaf and speak to our attendance officer (Miss Beveridge) about their reasons for applying for leave. During this conversation they will be able to discuss the impact such a period of leave can have on the education and achievement of their child.
4. Parents/Carers should note that even if special leave is granted by the Executive Headteacher/Deputy Headteacher it will still be recorded as absence, although it will be deemed 'authorised absence'.
5. Where a child has been granted a leave of absence and fails to return to the school on the date agreed, and the failure is not due to sickness (backed up by a doctor's certificate) or any other unavoidable case, the child risks losing his/her place in the school (*Regulation 9 of The Education – Pupil Registration – Regulation 1995*). If a child loses their place in this way, parents/carers can reapply to Christ the King Catholic Primary School, but we cannot guarantee that a place will still be available.
6. Children who go on unauthorised leave or exceed the agreed period of leave may be referred to the Local Authority who may seek to issue a Fixed Penalty Notice (fine).

Apart from the most exceptional of circumstance, parents must avoid taking their child out of school for any length of time as there is clear evidence that disruption in a child's education has a detrimental effect on the child and his/her future achievements.

Please find over a copy of the application form for term time leave of absence and extended trips overseas during term time. This must be completed and returned to the school **at least 14 days before the period of absence being requested.**

REQUEST FOR AUTHORISATION OF ABSENCE



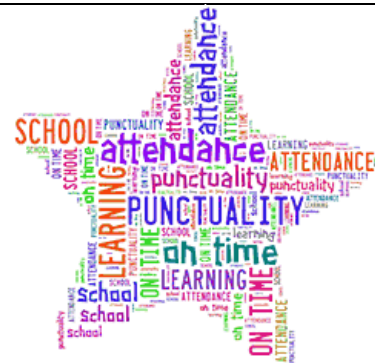
Name of Child		Please note that we can only authorise absences when we have been given a valid reason why your child has been off school. Holidays during term time are not authorised.
Class & Year Group		
Date of Absence (inclusive) Number of days		
Reason for absence		
Letter/appointment card attached		
Signed:		Date:

THIS SECTION TO BE COMPLETED BY SCHOOL STAFF ONLY

If this form is not signed by parent/carer please indicate how and when the message was received	PHONE	VERBAL	OTHER	MESSAGE TAKE BY	DATE & TIME

SCHOOL'S DECISION (PLEASE TICK)

CHILD'S PRESENT ATTENDANCE %	
This absence request is authorised (code)	
This absence request is not authorised and no further action will be taken	
This absence request is not authorised and the matter will be referred to Local Authority	
This absence request is not authorised and a penalty charge notice (PCN) will be issued	



SIGNED	
DATE	

For Office Use Only

Approved	Letter to Parent	Referral to LA	PCN Request send to LA	Meeting with Parent
Yes/No	Yes/No Date:	Yes/No Date:	Yes/No Date:	Yes/No Date: