



Request for Leave of Absence
To be made to the Principal at least 2 weeks in advance of date of requested absence.

Name of School:		Name of Pupil:	
Class:		Year Group:	
Dates of planned absence:	From:	To:	
Confirmed date of return to school:			
Reason for Request (continue overleaf if necessary):			
Name of Sibling		Name of Sibling	
School		School	
Class/Year Group		Class/Year Group	

Parents are asked to note:

- The Montsaye Academy Attendance Policy fully complies with Government regulations. Statutory guidelines state **"Headteachers may not grant leave of absence during term time unless there are exceptional circumstances"**.
- The school may seek advice from United Learning Trust and liaise with the Headteachers of the schools' any siblings attend.
- Requests for leave in exceptional circumstances should be made at **least 2 weeks in advance** of the event.
- Retrospective approval for absence cannot be granted. Parents do not have the right of appeal if a request for a leave of absence is declined, the head teacher's decision is final.
- Leave of absence will NOT be granted for pupils who have already been absent from school for 6 days or more, regardless of the reasons for previous absence
- Leave of absence will NOT be granted for pupils when the requested leave of absence will mean that they have absence amounting to 6 days or more
- Leave of absence will NOT be granted during periods of public examinations or internal school assessments.
- Leave of absence will NOT be granted for holidays during term time regardless of circumstances.
- Where leave of absence is NOT authorised and parents decide to take pupils out of school despite the school's decision, absence will be recorded as unauthorised and subject to a fixed penalty notices (fine).
- If the schools grants a leave of absence request and subsequently obtains evidence that indicates an application was



falsified, the school reserves the right to amend the child's attendance records to record the absence as unauthorised and apply for the issuing of a fixed penalty notice.

- Where a pupil fails to return to school after an agreed period of leave of absence, absence will be recorded as unauthorised, a fixed penalty notice (fine) requested and they may be reported to the Local Authority as 'A Child Missing in Education' and potentially lose their place at the school.
- Schools are under no obligation to provide work for pupils who are absent from school, unless parents/carers have received a licence from the LA for their child to take part in sporting/arts/theatre events as part of professional organisation, as detailed above.
- Unauthorised absence of 10 sessions (equivalent to 5 school days) in a rolling 10-week period must be considered for a penalty notice under the new national penalty framework.

Circumstance	Number of Days which maybe be authorised	Additional Notes
Religious Observance	2 days in any one academic year	• Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice
Family wedding / religious celebration that falls on a school day.	2 days in any one period of absence Maximum of 3 days in any one academic year	• No time will be authorised for travelling in the UK • Additional days for travelling abroad will NOT be authorised and will be subject to a fixed penalty notice • Evidence of the event will need to be provided
Family Emergency/compassionate leave	2 days in any one period of absence Maximum of 3 days in any one academic year	• Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice



Participation in a performance	Dependent on LA license Absence must <u>not</u> be authorised if licence is not obtained by parents from LA	• No time will be authorised for travelling in the UK • Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice • Parents are required to obtain a licence from the LA • Not to be authorised if a pupil's attendance will mean amounting to 6 days or more • School to make arrangements for pupil to receive a suitable education ○ For not less than 6 hours per week and ○ During each complete period of 4 weeks or if less than 4 weeks during that period, for periods of time not less than 3 hours a day and ○ On days where pupils would be expected to attend school and ○ For not more than 5 hours on any such day
Participation in a sporting event – competing at a county level or above only	Maximum of 4 days in any one academic year unless there are extraordinary circumstances	• No time will be authorised for travelling in the UK • Additional days for travelling abroad will NOT be authorised and may be subject to a fixed penalty notice
Gypsy/Roma and Traveller Absence	NA but only travel for occupational circumstances	• Absences will not be granted for any other reasons other than occupational circumstances

Name and Address of both parents (to be completed in all cases for all applications)

Signed (Parent with Parental Responsibility):

Date:



To be completed by school (tick as appropriate)				
○ copy of full form retained on pupil record ○ copy of full form sent to parents				
Pupil's current attendance % (YTD)			Absence in days already taken this academic year:	
Absence authorised in days:	No further action		Register Code	Reason
Unauthorised Absence in days:	Fixed Penalty Notice 10 or more sessions (1 session = ½ day) in the current or previous half term.		Register Code	Reason
	Yes	No	Not deemed as exceptional circumstances	○
	Yes	No	Unauthorised Holiday	G
	Yes	No	Pupil at level of persistent absence	○
	Yes	No	Religious observance above 2 day in academic year	○
	Yes	No	Family celebration above 2 days in academic year	○
	Yes	No	Exam period	○
	Yes	No	Other – please specify	○
	N/A	No	Retrospective Request	○
	Yes	No	Request evidence not provided/form incomplete	○
Head Teacher Signature:			Date:	

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e: office@montsaye.org

w: montsaye.org

Dear Parent/Carer,

Attendance at Montsaye Academy

I am writing to remind you about the importance of good attendance and punctuality. It may be useful for you to know what attendance figures mean for your child:

- 99% - 100% = Excellent
- 97% - 98% = Good
- 95% - 97% = Average
- Under 95% = Low/Persistent Absentee

If your child's attendance falls below 93% our Attendance Officer, Mrs Walker, will monitor your child's attendance, a letter will be sent home and you will be required to attend a meeting. If it falls below 90% it triggers a referral to the Local Authority. If these interventions do not improve attendance, then further action can be taken resulting in a possible court case or fine.

I hope you will support us in maintaining good attendance by booking doctor, dentist and optician appointments either in the school holidays, in the afternoon after school or at weekends.

School Attendance Regulations from 1st September 2013

School attendance regulations have changed, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 now no longer give head teachers the ability to sanction holidays and leave during term time "The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances". Parents will be referred to the local authority and may be fined a fixed penalty notice. The fine will be £60 per adult for each child if paid within 21 days, rising to £120 if paid within 28 days. If you wish to know your child's attendance figure or discuss anything related to attendance and punctuality, please ring the Attendance Team on 01536 713568.

Yours sincerely,

Mrs Francesca George
Associate Vice Principal