

## Caldew School Leave of Absence Request Form

This form should be completed by the parents or carers who the child normally lives with and submitted to Kim Wallace (attendance officer) at least 2 weeks before the start of the proposed leave of absence. Separate forms should be completed for each child.

The law does not grant parents or carers an automatic right to take their child out of school during term time. Parents should not book family holidays during term time as they will not be authorised unless there are exceptional circumstances. Authorisation is at the discretion of the Headteacher, and will only be considered in exceptional circumstances. This means that in the majority of cases requests will not be authorised unless there are clear immediate family reasons or educational benefits.

Parents/carers are reminded that Leave of Absence taken without permission, or not returning on the stated date may result in the issuing of an education penalty fine by the Local Authority of £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

<b>Name of child</b>	<b>Year/Tutor Group:</b>
<b>Name and address of the parent /carer(s) the student <u>resides with</u> (child home address)</b>	
<b>Name and address of the parent/carer(s) who is <u>accompanying/travelling</u> with the student on the leave of absence if different to above.</b>	
<b>Telephone number:</b> <b>Email:</b>	
<b>Start date of proposed leave of absence</b>	
<b>End date of proposed leave of absence</b>	
<b>When will the child return to school? (date)</b>	
<b>Place of destination</b>	
<b>Contact name and number of someone who is not travelling with you in case of emergency</b>	
<b>Reasons for request:</b> <i>(Please state why you consider there are exceptional circumstance and provide evidence of this via email where possible)</i>	

Signed by parent/carer(s) student resides with \_\_\_\_\_

Signed by of parent/carer(s) who the student will be accompanying if different to above: \_\_\_\_\_

## Office use only

**Attendance at the time the application was received by Attendance Team:**

**Previous leave of absence request made?** Yes / No

**If yes when was this taken?**

**Evidence of LEAVE DUE TO EXCEPTIONAL CIRCUMSTANCES provide?** Yes / No

**Outcome:**

Authorise LOA  Reason: \_\_\_\_\_

Unauthorise LOA  Reason: \_\_\_\_\_

**Head teacher Signature:** \_\_\_\_\_ **Date:**