

## **Leave of Absence Request Form**

Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend school regularly. Schools are unable to authorise leave during term-time unless under exceptional circumstances and may refer cases to Swindon Borough Council.

If a parent/carer takes their child out of school without permission being granted, this will count as an unauthorised absence on the pupil's record. Unauthorised absence may incur a fine from Swindon Borough Council. There is a risk of a £80 penalty notice, per parent, per child, **or** prosecution through the courts. Any second penalty notice issued to the same parent for the same child within a rolling 3-year period, will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80. If 2 fines have been issued within 3 years, then Swindon Borough Council may consider prosecution through the courts for further reported unauthorised absence as per the Statutory Guidance "Working Together to Improve School Attendance 2024."

A penalty notice can be issued to each parent/carer who is intrinsically involved in the day to day caring responsibilities (including step parents/parent's partners.)

Examples of absence from school that will not be authorised include but are not limited to:

- A holiday
- A leave of absence for recreation or leisure
- Birthdays
- Resting after a late night
- Relative visiting or visiting relatives

This request should be submitted as soon as it is anticipated: and wherever possible, at least three weeks before the absence. **Leave of absence cannot be approved retrospectively.**

***Please return the form to the school office. School will respond to your Leave of Absence Request to inform you if this absence has been authorised or unauthorised.***

**For completion by parent/carers**

<b>First name of pupil:</b>		<b>Surname of pupil:</b>	
<b>DOB:</b>		<b>Class:</b>	
<b>Full name of parent/carer:</b>		<b>Relationship to pupil:</b>	
<b>Name of second parent/carer:</b>		<b>Relationship to pupil:</b>	
<b>Address of pupil:</b>		<b>Address of parents/ carer</b>	
<b>Address of second parent/carer if different from above.</b>			



**Reason for absence (to be completed by parent/carer.)**

<b>Length of absence: (Number of School Days)</b>		<b>From (date):</b>	To (date):
<b>Are there any exceptional circumstances?</b>	Yes/No	<b>Evidence Provided</b>	Yes/No
<b>Is this for a medical reason?</b>	Yes/No	<b>Medical evidence provided</b>	Yes/No
<b>Will your child miss any national tests or assessments?</b>	Yes/No	<b>Does this proposed absence overlap with the beginning or end of a new term?</b>	Yes/No
<b>Is the proposed absence during the month of September?</b>	Yes/No	<b>Has your child had a leave of term-time absence in the last 3 years?</b>	Yes/No Number of days:
<b>Address whilst absent:</b>			
<b>Emergency contact number:</b>			
<b>Please give a detailed explanation of any special circumstances for this requested absence.</b>			
<b>Parent/ Carer's signature:</b>			Date:

**School Section** (to be completed, kept by school and a copy returned by email to parent/carers)

<b>Reason for absence:</b>	Authorised: Yes/No Number of school days:	Unauthorised: Yes/No Number of school days:
<b>Absence code used (e.g. O or G)</b>		
<b>Leave of Absence Request reply has been to returned to parents:</b>	Letter      Phone Call      Email      Text      Meeting	
<b>Date:</b>		
<b>Any other relevant evidence provided (e.g. death certificate):</b>	Evidence provided:	
<b>Medical evidence provided:</b>	Evidence provided:	
<b>Previous Penalty Notices:</b>		
<b>Any previous LA's the pupil has lived in in the last 3 years:</b>		
<b>DSL Name:</b>		Signature:
<b>School authorised signatory name:</b>		Signature: