

# Chenderit School

## Request for Leave of Absence from School in Term Time

Dear Parent/Carer.

As a result of Government legislation (**Education (Pupil Registration) (England) (Amendment) Regulations 2013**) we **cannot** authorise any requests for child/ren to be taken out of school **during term time for any reason**. However, in exceptional circumstances requests will be considered. We are not in a position to stop you taking your child/ren out of school **during term time**, however, it must be pointed out that all requests for **leave of absence from school** - if agreed - are as **Unauthorised** absences and are liable to Penalty Notice Fines or prosecution for non-attendance. Only in exceptional circumstances will **leave of absence from school** be granted as Authorised absence.

Child/ren who are absent for more than 10 days following the expected date of return may be removed from roll and there can be no guarantee of your preferred school place being available on their return.

Name of child/ren _____	Tutor Group/Class _____
_____	Tutor Group/Class _____
Address _____	
Reason for request _____	
Dates of leave requested from _____ until _____	
Signature of parent(s)/carer(s) _____ date _____	

**School / Office use only**

Current attendance \_\_\_\_\_ % on \_\_\_\_\_

**Agreement reached:**

• We acknowledge the request for <b>leave of absence</b> during term time from school for the above period but are unable to authorise it.	
• We acknowledge and agree with the request for <b>leave of absence</b> during term due to the exceptional circumstances	

**This request for leave of absence from school in term time is not granted because:**

• Your child's attendance record is below the <b>recommended government guidelines of 95%</b>	
• Your child has already taken leave of absence during term time	
• Of the age and stage of your child's education	
• The term time absence falls within an examination period	
• The new school year has only just begun	
• Term time absence will cause a detrimental gap in your child's learning	
• Term time absence will disrupt the continuity of learning for your child	
• The reason for your request is not acceptable – further information and a meeting at school is required – please contact to make an appointment	

**UNAUTHORISED (CODE – G , O )    AUTHORISED (CODE - H, W, M, C, F, P, R, B)**

Signature MWW \_\_\_\_\_ dated \_\_\_\_\_

Signature JCC \_\_\_\_\_ dated \_\_\_\_\_