



Oakgrove School

Together we will succeed

Dear Parent/Carer

Requests for Leave of Absence

I am writing to advise you about the school's policy for dealing with requests for leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays this has to be balanced against the effect on pupils' progress at school.

With effect from September 2013 the government has abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, headteachers will only be allowed to grant leave of absence for any reason if they are satisfied **exceptional circumstances exist**.

The effect of this change means that the government expects it to be extremely unusual for leave of absence, including for holidays in term time, to be permitted by schools.

If due to exceptional reasons you do need to request leave of absence please submit a Leave of Absence Request form (attached) to me at least 4 weeks before the start of the proposed absence.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission they may be issued with Education Penalty Notice fines of £80 per parent per child if paid within 21 days or £160 if paid within 28 days by the Local Authority.

Yours faithfully

Rob Metcalfe
Headteacher

Leave of Absence Request Form

This form should be completed and submitted to the school office within four weeks of the start of the proposed leave of absence.

Parents and carers are reminded that Leave of Absence taken without permission may result in the issuing of fixed penalty fines by the Local Authority.

Parents are also reminded that Leave of Absence for the purpose of holidays in term time can no longer be granted except in the most exceptional circumstances.

Name of child:	
Class:	
Name of parent:	
Address:	
Telephone number:	
Start date of proposed leave of absence:	
End date of proposed leave of absence:	
Reasons for request:	

Signed _____ Dated _____

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For office use: Date form received _____

Absence authorised: Yes/No

Authorised _____

Date Letter Sent _____