

MARAZION SCHOOL



REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

Section A

(Please read the notes on the back of this form before you fill it in.)

Name of Pupil(s)	Class(es)
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First day of absence:	Last day of absence from school:	Total number of SCHOOL days absent:
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Reason for requesting absence. Please include any information you would like us to consider	
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Section B

Please read notes on the reverse of this form. Complete this section if you are requesting absence for a family holiday and you are unable to take time off work during the school holidays. Otherwise please complete Section C.

Name of parent / carer whose job affects when you go on holiday	
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Name and Address of Employer	
Signature of Employer	

Please explain why it is difficult for you to take time off work during school holidays or attach your conditions of work	
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Section C

I have read the attached notes. The information I have given on this form is correct.

Signed:	Parent/Carer
Date:	

Section D (for school use only)

Request approved / not approved.	Date:
Headteacher's signature:	Date:

Please return this form to the secretary's office.

Granting leaves of absence

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA).
- **Attending an interview:** for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with.
- **Study leave:** for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- **A temporary, time-limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable.
- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion. In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

If you are given permission for a leave of absence, please note that you or another provider (if this is an absence related to sports events, rehearsals etc) have responsibility for the safeguarding of your child during that time. Please also make sure that you have checked that any staff of outside providers have appropriate and current DBS checks.

<p>Unavoidable absence from school will be authorised if it is for the following reasons:</p> <ul style="list-style-type: none">• Genuine illness• Unavoidable medical/dental appointment (but try to make these after school if at all possible)• Days of religious observance• Compassionate leave• Seeing a parent who is on leave from the armed forces• External examinations• When Traveller children go on the road with their parents	<p>Other examples of absence from school that <u>will not</u> be authorised:</p> <ul style="list-style-type: none">• Any type of shopping• Looking after siblings or unwell parents• Minding the house• Birthdays• Resting after a late night• Relatives visiting or visiting relatives• Term time holidays
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Please wait to hear if the Headteacher agrees to your request. Parents can be fined for taking their child on holiday during term time without consent from the school.

The value of regular attendance

Your child must attend school regularly, especially to gain qualifications for their future employment. Research shows that pupils perform better if their parents or carers emphasise the importance of attending school.

Your legal responsibilities

You have a legal duty to make sure your child attends school regularly and punctually. The school and the Local Authority monitor your child's attendance and will take action if it is poor.

Warning

If you take your child out of school without permission you will be committing an offence under the Education Act 1996. We may refer the matter to the Education Welfare Service who may decide to prosecute. A conviction may result in a fine of up to £2,500, a prison sentence of up to three months or both. Alternatively, a penalty notice may be issued under Section 444A and 444B of the Education Act 1996. This carries a fine of £80 if paid within 21 days or £160 if paid after this but within 28 days. Failure to pay the penalty notice will result in Court action.