

**JOHN COLET SCHOOL**

**APPLICATION FOR LEAVE OF ABSENCE**

(This must be submitted at least four school weeks before the proposed absence)

**I request permission from the School’s Governing Body for my child:**

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| --- | --- |
| **Name:** | **Tutor Group:** |

**to be granted Leave of Absence for the dates below:**

|  |  |
| --- | --- |
| **From:** *First day of absence* | **To:** *Last day of absence* |
| **Total number of days absent from school:** | |

**The reason for the request is (please complete the appropriate section):**

**Funeral of a close relative (parent, sibling, grandparent, aunt/uncle) or dependent**

Please give details below:

**Exceptional Circumstances**

Please give details/attach supporting evidence as to why it is an exceptional circumstance below:

**Holiday is due to unavoidable parental work/ military commitments**

Please provide details below and a supporting letter from employer or an assignment order:

**I can confirm that the information that I have given above is correct and has no factual omissions. I understand that any authorised absence may be unauthorised at a later date if it is found that I provided inaccurate information; this may jeopardise any future Leave of Absence requests.**

|  |  |
| --- | --- |
| **Signature of parent/carer:** | **Date:** |
| **Name:** | |

**LEAVE OF ABSENCE REQUEST – RESPONSE FORM**

**Dear Parent / Carer**

**Thank you for your application for your child to take a leave of absence during term time. Your request has been considered, and the following decision has been made:**

**This absence request has been accepted**

**OR**

**This absence request has been refused because:**

The absence is for more than ten days

Your child has already had one leave of absence request this school year

The request covers all/part of an internal/external assessment period

Insufficient notice has been given (four school weeks)

Attendance is less than 90%

There are lateness issues

The request covers all/part of Work Experience or Focus Week

The reason is not exceptional

The funeral is not for a close relative or dependent

Insufficient reasons provided for the absence request

The holiday is not due to unavoidable parental work/ military commitments

|  |  |
| --- | --- |
| **Signed:**  Mr P Harty, Headteacher | **Date:** |

Penalty Notice for school absence

Where term time absence is refused, The John Colet School may contact the County Attendance Team who may issue a penalty notice. This is in line with Section 444 of the Education Act, Local Authority guidelines and agreed School Policy. Please note that information regarding term time holidays is available within the school’s attendance policy and has been agreed by governors.

The penalty notice may be issued at a fine of £60 per parent/carer, per child if paid within 21 days. This would rise to £120 per parent/carer, per child, if paid between 21 in 28 days and could lead to further court proceedings if unpaid.

Parental Responsibility

Please note that, where appropriate, a copy of this application and response will be sent to anyone with parental responsibility for this child who does not live at the child’s current address.