



St Luke's CEVA Primary School

Application for Leave of Absence under Exceptional Circumstances

Please read the following guidance carefully.

As parents, you have a legal responsibility to ensure your child's attendance at school. Regular attendance at school is a legal requirement and Section 444 (1) and 444 (1A) of the Education Act 1996 and Section 36 of the Children Act 1989 already exists to enforce attendance through the Courts in appropriate circumstances. The legal responsibility for compliance with these Acts rests with the parents and courts have the powers to fine, imprison or impose various orders.

Under guidance from London Borough of Newham, please be aware Headteachers may not grant any leave of absence during term time, unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school, if leave is granted.

Please complete and submit this form if you want the Headteacher to consider your request for your child's leave of absence for exceptional circumstances. We may ask for proof to back up your request.

Unauthorised absence of 3 days or more may result in the issue of a Penalty Notice. Penalty Notices are issued by the Local Authority in accordance with Newham Council's Code of Conduct. The Penalty Notice is £60, per child per parent/carer, if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court, which will incur further costs imposed by Newham Council and by the Magistrates Court.

Penalty notices

We can send you a penalty notice (fine) if:

- your child's attendance falls below 95% per cent in a term period without a good reason
- you take your child out of school during term time (for holidays for example) without agreeing the leave with the school
- your child is delayed returning from a period of leave and you have not agreed this with the school
- your child arrives at school after the registers have closed more than 10 times
- your child is excluded from school but is seen in a public place during the first five days of that [exclusion](#).

The Headteacher will consider the reasons for the request carefully and will notify you of the decision. For further information, please refer to our School Attendance Policy.

Name of child:	Class:
I am applying for leave of absence for my child	
From:	To:
Number of school days:	
The exceptional circumstances for which leave is requested:	
Has your child already had leave of absence in this school year? YES/NO	
If YES, please give dates and details:	



I also have children at...

Signed (Parent/carer)

Date:

To be completed by the Headteacher

Name of child:

Year Group:

Attendance level to.....is.....%

Having considered your request carefully, my decision is that leave of absence is:

Approved

The absence will be recorded as '**authorised**':

Not approved

The absence will be recorded as '**unauthorised**'

Penalty Notice

Request will be made to Newham Council for a Penalty Notice to be issued

Explanatory notes:

Signed:

(Headteacher)

Date:

FOR OFFICE USE ONLY

Letter to Parent/carer

'Authorised' Leave given

'Unauthorised' Leave given

Penalty Notice request