

ASTON FENCE J & I SCHOOL

SHEFFIELD ROAD, WOODHOUSE MILL, SHEFFIELD S13 9ZD

TEL: 0114 2692688/FAX: 0114 2696105

www.astonfence.co.uk

HEADTEACHER: MRS C DAWSON

Aston Fence is a Rotherham School



Leave of Absence Request Form

*Please read the information on the reverse of this form before its completion**

I wish to apply for my child to take leave of absence during term time.

Name of Child(ren)

Year Group/Class

.....
.....
.....

.....
.....
.....

Leave of absence dates

Start date: ___/___/___ End Date: ___/___/___ Number of school days missed _____

Reason for requesting Leave of Absence at this time

.....
.....

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.

Full name and address of Parent(s)/Carer(s) applying for leave of absence:

Parent 1 Name: _____

Address: _____

Parent 2 Name: _____

Address: _____

Signed: _____ Parent 1 Signed: _____ Parent 2

Date of Application: _____

If you go ahead with the leave of absence when unauthorised, you may receive a **Fixed Penalty Notice** issued through the Local Authority. This will be £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid within 28 days.

SCHOOL USE ONLY

Date received: _____

% Attendance: _____

1. The decision to grant the request is for the school, not the Authority or the parent. Only schools can authorise absences.
2. There is no requirement to authorise just because a request has been made.
3. The Anti-Social Behaviour Act (2003) gives the Local Authority the power to issue fixed penalty notices for unauthorised leave of absence during term time.
4. No parent can demand leave of absence for the purposes of a holiday as a right.
5. Any request for leave must be made in advance.
6. Holidays cannot be authorised retrospectively.
7. If the application for leave of absence in term time is made because of the parent's workplace holiday arrangements then a letter from the employer explaining why the leave of absence must be taken in term time **MUST** be attached to this form on proper letter-headed paper.
8. If important work has been missed by the pupil due to the parents making a request for leave of absence for a holiday the parents should not expect special arrangements to be made by the school for that pupil to catch up that work.
9. The circumstances of each individual request will be taken into account. The following factors may be relevant but this should not be regarded as a comprehensive list:
 - Parent's workplace holiday arrangements if supported by a letter from employer.
 - The overall attendance of the child for the previous academic year or 3 terms.
 - If a previous holiday has been taken in the same academic year.
 - Timing of internal and/or external examinations/assessments.
 - The reason given by a parent for requesting leave of absence in term time.