**Leave of Absence Request Form**

Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend school regularly. Schools are unable to authorise leave during term-time unless under exceptional circumstances and may refer cases to Swindon Borough Council.

If a parent/carer takes their child out of school without permission being granted, this will count as an unauthorised absence on the pupil’s record. Unauthorised absence may incur a fine from Swindon Borough Council. There is a risk of a £80 penalty notice, per parent, per child, ***or*** prosecution through the courts. Any second penalty notice issued to the same parent for the same child within a rolling 3-year period, will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80. If 2 fines have been issued within 3 years, then Swindon Borough Council may consider prosecution through the courts for further reported unauthorised absence as per the Statutory Guidance “Working Together to Improve School Attendance 2024.”

A penalty notice can be issued to each parent/carer who is intrinsically involved in the day to day caring responsibilities (including step parents/parent’s partners.)

Examples of absence from school that will not be authorised include but are not limited to:

* A holiday
* A leave of absence for recreation or leisure
* Birthdays
* Resting after a late night
* Relatives visiting or visiting relatives

This request should be submitted as soon as it is anticipated: and wherever possible, at least three weeks before the absence. Leave of absence cannot be approved retrospectively.

***Please return the form to the school office. School will respond to your Leave of Absence Request to inform you if this absence has been authorised or unauthorised.***

**For completion by parent/carers**

|  |  |  |  |
| --- | --- | --- | --- |
| First name of pupil: |  | Surname of pupil: |  |
| DOB: |  | Class: |  |
| Full name of parent/carer: |  | Relationship to pupil: |  |
| Name of second parent/carer: |  | Relationship to pupil: |  |
| Address of pupil: |  | Address of parents/ carer |  |
| Address of second parent/carer if different from above. |  |  |  |

**Reason for absence (to be completed by parent/carer.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Length of absence:  (Number of School Days) |  | From (date): | To (date): |
| Are there any exceptional circumstances? | Yes/No | Evidence Provided | Yes/No |
| Is this for a medical reason? | Yes/No | Medical evidence provided | Yes/No |
| Will your child miss any national tests or assessments? | Yes/No | Does this proposed absence overlap with the beginning or end of a new term? | Yes/No |
| Is the proposed absence during the month of September? | Yes/No | Has your child had a leave of term-time absence in the last 3 years? | Yes/No  Number of days: |
| Address whilst absent: |  | | |
| Emergency contact number: |  | | |
| Please give a detailed explanation of any special circumstances for this requested absence. |  | | |
| Parent/  Carer’s signature: |  | | Date: |

**School Section (to be completed, kept by school and a copy returned to parent/carers)**

|  |  |  |  |
| --- | --- | --- | --- |
| Reason for absence:  Absence code used (e.g. O or G) | Authorised: Yes/No  Number of school days: | | Unauthorised: Yes/No  Number of school days: |
| Leave of Absence Request reply has been to returned to parents:  Date: | Letter Phone Call Email Text Meeting | | |
| Any other relevant evidence provided (e.g. death certificate): | Evidence provided: | | |
| Medical evidence provided: | Evidence provided: | | |
| Previous Penalty Notices: |  | | |
| Any previous LA’s the pupil has lived in in the last 3 years: |  | | |
| DSL Name: |  | Signature: | |
| School authorised signatory name: |  | Signature: | |