

Leave of Absence Request

We always ask that parents consider the educational impact of taking children out during term time. The Executive Headteacher will only authorise an absence in limited 'exceptional circumstances'. Unauthorised absences will be marked as such in the register and may be followed up by the Educational Welfare Officer.

The Education Attendance Service, on behalf of Suffolk County Council, will be issuing fixed penalty notices where a pupil has taken unauthorised absences/holidays that is 5 days (10 sessions) or more within the last 10 school weeks. **The absence does not need to be consecutive days, but is a total of all absence in that period.** For further information, please refer to the National Framework.

The penalty notice is payable to the Local Authority (details for payment will be contained in the Notice).
The amount of the penalty is:

- £80 if paid within 21 days of receipt of notice **per child, per adult** (even if parents are separate, but have regular contact with child). E.g. 2 parents and 2 children the penalty notice will be for £320.

£160 if paid after 21 days but before 28 days **per child, per adult**. Non-payment could result in

Please complete the following sections, even if you feel the absence may be unauthorised - so that we know when you plan for the absence to take place:

Child's/Children's Name/s:			
Class/Classes:			
Number of School Days Requested:		Starting From:	
		Up to & Including:	
Reason for the request: (If applicable, explain how you feel it meets the exceptional criteria detailed on this form). Please attach any supporting documentation or evidence.			

Signature of Parent/Carer (please delete): _____ Date: _____



Following the above request, the Executive Headteacher has considered the reason for the request against the National Framework.

Authorise:	Days of Leave	Not Authorise:	Days of Leave
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FOR OFFICE USE ONLY:

Total % authorised absencesNo: sessions:.....Total % unauthorised absences..... No: sessions:

Executive Headteacher's Comment:	☐ I am unable to authorise this request but you will not incur a penalty notice. ☐ I am unable to authorise this request and this will incur a penalty notice. ☐ I am able to authorise this request as an exceptional circumstance. ☐ I can partially authorise this absence as shown above. <i>To achieve Good (95%) attendance your child should miss no more than 10 school days over the whole school year. Please continue to secure good attendance moving forward.</i>
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Executive Headteacher's Signature: _____ Date: _____