

SHEERNESS WEST FEDERATION

Isle of Sheppey, Kent

Executive Headteacher: Anna Pattenden
Head of Rose Street: Sam Mackay
Head of West Minster: Hazel Brewer
Schools' Business Manager: Lynda Nunn

APPLICATION FOR STUDENT LEAVE OF ABSENCE

TO BE RETURNED TO THE OFFICE AT LEAST 2 WEEKS BEFORE THE INTENDED LEAVE

we expect every pupil to achieve 100% attendance

From September 2013, the Department for Education amended the Education (Pupil Registration) (England) Regulations 2006 removing the Headteacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow me to authorise absence (leave) in "exceptional Circumstances".

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term-time. Pupils may, however, need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situation rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The Headteacher will consider a student's previous record of attendance when making decisions. It is important to note that the Headteacher can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the Headteacher to decide whether to authorise the application for leave. Authorising leave from school is at the discretion of the Headteacher.

If the leave is taken without authorisation, a Penalty Notice will be issued.

Penalty notices are issued in accordance with Kent County Council's Code of Conduct effective from January 2016, as revised in April 2017 and June 2020.

Payment of a Penalty Notice from September 2013 - £60 per parent, per child, if paid within 21 days or £120 per parent, per child, if paid within 28 days. Non-payment or part-payment of a Penalty Notice at the end of the 28-day period may result in a prosecution process under the provisions of Section 444 of the Education Act 1996 or prosecution under Section 103 of the Education and Inspections Act 2006.

Please note: The Penalty Notice applies to **each child** and **each parent or carer**. For example, where there are two parents or carers in the household and one child, the Penalty Notice will be £240 reducing to £120 if paid within 21 days.

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West Minster Primary School
St George's Avenue
Sheerness
Kent
ME12 1ET
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Telephone: 01795 662178



SHEERNESS WEST FEDERATION LEAVE OF ABSENCE REQUEST FORM

please read both sides of this form carefully

AND RETURN IT TO THE OFFICE AT LEAST 2 WEEKS BEFORE THE INTENDED LEAVE

Full name of pupil(s) & class	
Address:	
Reason for the application	

Please tick the exceptional circumstance that applies and **attach evidence to support the application**:

<input type="checkbox"/>	Leave for a bereavement of a close family member is usually considered an exceptional circumstance for the funeral service only, not extended leave.
<input type="checkbox"/>	Leave to visit family members are also not normally granted during term-time. Pupils may, however, need time to visit seriously ill relatives.
<input type="checkbox"/>	Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situation rather than regular or recurring events.
<input type="checkbox"/>	Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
<input type="checkbox"/>	Leave which makes reasonable adjustments for students with special educational needs or disabilities.
<input type="checkbox"/>	Leave for families who may need time together to recover from trauma or crisis.

PROPOSED DATES:

FROM: _____ **TO** _____ **(inclusive)**

EQUIVALENT TO: _____ **(half-day sessions)** **DAY BACK AT SCHOOL:** _____

Travelling dates
(if appropriate) **Leaving:** _____ **Returning:** _____

LEAVE REQUESTED BY PARENT:

Parent signature: _____ Parent name: _____ Date submitted: _____

HEADTEACHER TO COMPLETE (REPLY TO PARENT(S)/ CARERS(S):									
Date application received: _____	Pupil's % attendance _____								
About the request (please circle)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Authorise part/ all of the leave</td> <td style="width: 50%; text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table> </td> </tr> <tr> <td style="padding: 5px;">Number of half-day sessions authorised:</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Number of half-day sessions unauthorised:</td> <td style="padding: 5px;">_____</td> </tr> </table>	Authorise part/ all of the leave	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No	Number of half-day sessions authorised:	_____	Number of half-day sessions unauthorised:	_____
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Yes	No								
Number of half-day sessions authorised:	_____								
Number of half-day sessions unauthorised:	_____								
Reason for decision									

Copy of this form to be returned to the parent/ carer after consideration for their safekeeping

In cases where the leave has been authorised by the school, parents/ carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance officer during a truancy sweep.

School's copy Parent/ carer's copy