



Leave of Absence Request

The following information comes from KCC and applies to all Kent Schools.

From August 2024 the Department for Education issued statutory guidance, Working Together to Improve Attendance, all schools are expected to resist leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance, (Pupil Registration) (England) Regulations 2024, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be exceptional circumstance. An “exceptional circumstance” would have to be defined as an unavoidable cause e.g., a one-off emergency that prevents the child from attending school.

The Headteacher will consider each request for absence individually, but can only grant such requests in exceptional circumstances. There is no right of appeal as the authorisation of the absence is the sole responsibility of the Headteacher. The Headteacher cannot give retrospective approval, so any request should be **made in advance by at least 2 weeks**.

Exceptional circumstances may include:

- Family Trauma, serious illness/death of a close relative/person to the family
- To attend a wedding of a close person to the family (supply invitation as evidence)
- Attending functions in line with culture and or religion
- Where employer stipulates that holiday has to be taken during a set period (letter from employer is required as evidence)

All requests for leave of absence must be made using this form. Completed forms must be returned to the school office. Please note that emailed requests for leave of absence will not be considered unless accompanied by this form. If you require help completing this form, please contact the school office and staff will be happy to assist you.

Although each request will be considered individually, **we will never normally authorise leave of absence in term time under the following circumstances:**

- During assessment periods
- Where the child is persistently absent, including because of ill health (unless certified by medical evidence), existing attendance record will be considered in making the decision whether to grant the leave e.g. absence will not usually be authorised if it takes a pupil’s absence record below 90%

Leave of absence taken without the Headteacher’s permission, or failure to return on the agreed date, will mean that the absence is unauthorised and marked as (G) unauthorised holiday. The deliberate taking of unauthorised leave in term time may result in parents/carers being liable to a penalty notice. Any leave of 5 school days (10 or more half day sessions) accumulative over a 50 school days (100 school sessions) period may result in a penalty notice. Penalty notices are issued to each parent per child if paid within 21 days increasing if paid between 21 and 28 days. Please see www.kent.gov.uk for up to date charges.

Leave of absence taken without any notification to the school will be marked as (O) unauthorised absence and may still result in a penalty notice.

T. Gokell

Headteacher



Leave of Absence request

Leave of absence will only be granted in exceptional circumstances and all leave requests must be approved by the Headteacher before the leave commences.

Parents/Carers – please complete this form and return it to the school office providing at least two weeks' notice except in an emergency or in unforeseen circumstances.

I wish my child/children:

Name _____ Class _____ Year _____

Name _____ Class _____ Year _____

Name _____ Class _____ Year _____

To be absent from school:

From _____ to _____ Total no. days _____

I expect my child/children to return to school on _____

Reason (including any exceptional circumstances). Please continue on a separate sheet if necessary. Please attach any supporting evidence e.g., wedding invitation

Signature of Parent/Carer _____ Date _____

For office use:

Attendance to date _____% Absence previously authorised _____ days

Attendance last Year _____% Absence previously unauthorised _____ days

Request authorised Request unauthorised Under 5 Religious/Sporting

Penalty notice to be requested

Signed by Headteacher _____ Date _____