Bosley St. Mary's CE Primary School

Leave of Absence Request Form

Dear Parent/Carer,

Before submitting your form, we ask you to think carefully about the impact of taking your child out of school during term time. We understand that family time is precious and that the cost of holidays can be significantly higher outside term time. However, please consider the following:

- Learning is continuous. When children miss school, they often miss key teaching and new concepts which can be difficult to catch up later.
- Attendance supports wellbeing. Being in school every day helps children maintain friendships and routines. Extended absences can make it harder for children to settle back in.
- There is already time to rest and recharge. Children have around 14 weeks of school holiday each year – more than a quarter of the year away from learning.
- Regular attendance is vital for children to achieve their potential and make the most of every opportunity at Bosley St Mary's.

Leave of absence can only be granted in exceptional circumstances and must be authorised by the Headteacher. Examples that may be considered include:

- Religious observance
- Immediate family wedding or bereavement (at the discretion of the Headteacher)
- Any other exceptional circumstance, considered individually by the Headteacher

The following will not be considered exceptional circumstances:

- Family holidays, including those attached to school breaks
- Lower cost of travel or accommodation
- Overlap with the beginning or end of term
- Different term dates for siblings in another school

How requests are processed

- Parents/carers must complete a Leave of Absence Request Form at least two weeks before the intended absence and hand it in to the school office.
- The office team will date the form on receipt and check the child's current attendance record.
- The Headteacher will review the request and either approve or decline it, providing a written response.
- The office team will return the signed form to the parent/carer to confirm the decision.
- If the absence goes ahead and is recorded as unauthorised, the Local Authority may issue a Fixed Penalty Notice if the criteria are met.

Stage	Timeline	One Child	Two Children	Outcome if Unpaid
First Fixed Penalty Notice	Paid within **28 days**	£80 per parent	£80 per child → **£160 per parent**	A **summons to appear before the Magistrates' Court** on the grounds of failure to secure regular attendance
	After **28 days**	£160 per parent	£160 per child → **£320 per parent**	
Second Fixed Penalty Notice	Paid within **28 days**	£160 per parent	£160 per child → **£320 per parent**	A **summons to appear before the Magistrates' Court** on the grounds of failure to secure regular attendance
	After **28 days**	£160 per parent	£160 per child → **£320 per parent**	
Third Offence	Further legal action such as **prosecution or other attendance enforcement** may be considered. Payments are **not accepted after 28 days** and **cannot be made in part or by instalment.**			

At Bosley, we value our partnership with parents and always want to work together to support good attendance. If you are unsure whether your circumstances may be considered exceptional, please speak to school before making travel or booking arrangements.

Leave of Absence Request Form

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (inc. holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The head teacher and the Governing Body will determine what the exceptional circumstances are.

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised. This form is to be completed and forwarded to the Headteacher for authorisation at least two weeks BEFORE the period of absence. Parents/carers are responsible to ensure school have received the form, they should be handed into the office.

Name of Child/ren			
Class/es			
Dates		Total Days	
Reason			
Signed		Date	

For Office Use

Date Received		Current attendance	
Unauthorised sessions to date (last 2 terms)		If absence is taken number of unauthorised sessions	
Approval	☐ Declined ☐ Authorised ☐ Partially authorised		
Reason for decision			
If the absence is taken, will the threshold for referral to LA for Fixed Penalty Notice consideration be met?			☐ Yes ☐ No

HT Signature		Date	