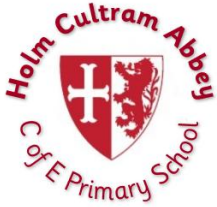
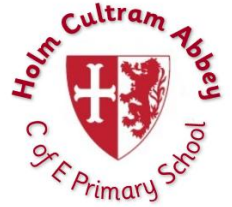


Holm Cultram Abbey CE Primary School



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Headteacher: Mrs. Andrea Worthington BSc. QTS NPQH

Leave of Absence Request Form

Parents/Carers,

A headteacher can only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the Department for Education's (DfE's) statutory guidance on Working Together to Improve School Attendance 2024

These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited transition timetable (part time timetable).
- **Exceptional circumstances**

A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as unexpected or unavoidable events. The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, using the form overleaf. The headteacher may require evidence to support any request for leave of absence.

As a leave of absence will only be granted in exceptional circumstances, it is highly unlikely a leave of absence will be granted for the purposes of a family holiday.

I must take this opportunity to remind you, that should you still choose to take your child out of school unauthorised, the school must refer the absence to the Local Authority Attendance Team.

If you have parental responsibility, this could mean receiving any of the following:

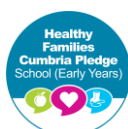
- A penalty notice - The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated
- If a previous penalty notice has been issued the Local Authority may decide to proceed directly to prosecution

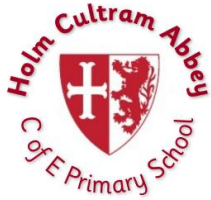
I hope you will continue to support our efforts to raise attendance and attainment at our school.

Yours sincerely,

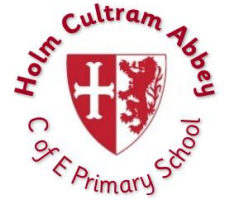
A Worthington

Headteacher





ABSENCE REQUEST FORM



Pupil Name

Year Group

Date of first day of absenceam or pm

Date of return to schoolam or pm

Number of school days that your child will be absent from school

Please detail the exceptional circumstance for which you are requesting leave of absence

I understand that, should my child/ren be taken out of school for a holiday, this is unlikely to be granted and will therefore be recorded as an unauthorised absence. The school is then required to inform the Local Authority Attendance Team who may issue one of the following:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days. If a Penalty Notice goes unpaid after 28 days, then court proceedings will be initiated
- If a previous penalty notice has been issued the Local Authority may decide to proceed directly to prosecution

Name(s) of Parent/Carer (s) making application .

Dr/Mr/Mrs/Ms Forename.....

Surname

Dr/Mr/Mrs/Ms Forename.....

Surname

Signed Dated

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, using the form overleaf. The headteacher may require evidence to support any request for leave of absence.

For school to complete: **AUTHORISED** **UNAUTHORISED**

a) Their attendance is currently: _____ % Date: _____

b) The request **does / does not** meet the criteria for 'exceptional circumstances'

c) Refer the absence to the Local Authority for consideration