



## Leave of Absence Request (Exceptional Circumstances)

**All leave of Absence requests MUST be submitted prior to the absence.**

As parents you have a legal duty to ensure that your children attend school on a regular basis. The Education Act 1996 makes it a criminal offence for a parent to "fail to secure their child's regular attendance at their school". The amendments to the 2006 Regulations remove any reference to family holidays, extended leave & the statutory threshold of ten school days. The amendments also make it very clear that Headteachers may NOT grant any leave of absence (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 & requires the Headteacher & Governing Body to determine what the exceptional circumstances are. The decision will be made by me, the Headteacher, and I will use my discretion to consider each request individually.

**Mr R Hollingsworth**

**Please complete the details below and submit any supporting, "exceptional circumstances" documents at least 10 days prior to the proposed Leave of Absence outlining the reason you would like to be considered.**

Pupil Name/s	1:	Year Group	
	2:	Year Group	
	3:	Year Group	
	4:	Year Group	
First Absence date			
Return to school			
No. of school days Absent			
<b>Reason for Absence</b>	<b>This section must be completed for your request to be considered. Please provide as much information as possible to support your application (e.g., medical letters, travel documents, employer letters, wedding invitations or other official evidence). Any exceptional circumstances must be supported with appropriate evidence.</b>		
<b>Declaration:</b> I confirm I have read the statement above & understand that if this absence is UNAUTHORISED, I may be issued with a penalty fine / prosecution from Oldham Council (charges outlined overleaf).			
Parent Signature			
Date			

## Why regular attendance is so important ...

It is widely known that the link between a pupil's attendance & attainment is irrefutable. Early poor attendance habits follow through into secondary school & employment. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

**Please note:**

**HOLIDAYS CANNOT BE AUTHORISED DURING TERM TIME EXCEPT IN EXCEPTIONAL CIRCUMSTANCES**

**UNAUTHORISED absences of 5 days or more (10 sessions AM/PM) in a rolling period of 10 school weeks may result in a fine / prosecution from the local authority.**

### Penalties for UNAUTHORISED Absences (from 19/08/24)

1 <sup>st</sup> time	£160 fine per parent, per child if paid within 28 days. Reduced to £80 per parent, per child, if paid within 21 days.
2 <sup>nd</sup> time (within 3 years)	£160 fine per parent, per child if paid within 28 days. No reduction for early payment.
3 <sup>rd</sup> time (within 3 years)	A third penalty notice cannot be issued. The local authority will consider a parenting order or prosecution which could lead to a fine of £2,500 and a criminal record.

### Headteachers Comments:

Authorised		UNAUTHORISED	
Signed		Date	



### Office use:

Email to Parent	Date		Actioned by	
SIMS Mark	Date		Actioned by	
SIMS Link	Date		Actioned by	
CPOMS	Date		Actioned by	
LOA Spreadsheet updated	Date		Actioned by	
Additional Comments:				