

APPLICATION FOR EXCEPTIONAL LEAVE OF ABSENCE

This form is to be completed by the parent or carer and sent to the Headteacher at **one month** prior to the period of absence requested. Mrs Ventin, our Pastoral Manager, may telephone you or arrange to meet with you to discuss the reasons for the request.

As of 1st September 2013 the government set a directive to all schools that all exceptional leave is to be refused.

Guidance from Hillingdon Local Authority about Exceptional Leave is as follows:

- Early poor attendance habits follow through into secondary school and employment.
- We must stress the importance of good school attendance habits and links between attendance and attainment.
- It is at the Head Teacher's discretion to decide on what they feel is a reasonable time for family emergencies. **They can no longer offer up to 10 days for any family, or authorise any leave for holidays.**
- The Attendance Support Team at the Civic Centre can issue Penalty Notices for any unauthorised absence.

Any requests for absence for music examinations, 11+ examinations, visits to potential Secondary schools, medical appointments etc, must be requested in advance, and evidence (confirmation letter/email from school/organization) must be provided for your request to be authorised.

Please read the following statement and sign to indicate you understand the this:

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £160 if paid within 28 days but reduced to £80 per child, per parent if paid within 21 days.

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Please complete the details below and return to the school office with the required evidence.

1) Name of Child..... Class.....

2) Name of Child..... Class.....

Parent/Carer Date

I request permission for the above named child/children to be given exceptional leave of absence for:

(Please state reason and attach evidence.)

First day of absence:	Last day of absence:	Total number of days/part days to be missed:	Total number of school days missed so far this school year:
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Decision by Headteacher:
Date:

For unauthorised – date passed to LV
Added to SIMS Code Referred: Yes / No