

LEAVE OF ABSENCE REQUEST DURING TERM TIME

Please complete the below information if you would like to request leave of absence during term time. We require a separate form for each child.

Full name of child	
Year	
Form group	
First day of absence	
Last day of absence	
Returning to school on	
Total days missed	
Please explain the reasons that make it necessary to take your child out of school during term time	

PLEASE READ THE BELOW STATEMENTS AND SIGN AT THE BOTTOM:

1. I understand that this absence will be marked as unauthorised unless there are exceptional circumstances or compassionate reasons. It is the school's discretion on whether it will be authorised or not.
2. I confirm that I have included proof of the reasons for the absence with this form, or emailed them to s.scholes@northgate.djanogly.org
3. I understand that if my child does not return to school at the above agreed date, this will incur further unauthorised absences.
4. I understand that this absence may lead to a Penalty Notice being issued.

Print name	
Sign name	
Relationship to child	
Date	



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Director of Primary: Mr T P Jeffs

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Email: admin@northgate.djanogly.org
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Leave of Absence Requests

All requests for leave of absence will be considered by the attendance team. Full consideration will be given to requests, but these can only be authorised by the academy or executive leader and then only if they believe there are exceptional circumstances or compassionate reasons that justify the leave. The child's current attendance record and individual circumstances will form part of the decision-making process.

Parents/carers should make their request in writing (by completing the leave of absence request form) giving expected date of return and reason for the absence. Any child who does not return by the agreed date of return will incur unauthorised absences until such a time as they return. This could lead to a Penalty Notice being issued against the parent.

If a child does not return for an extended period there will be an investigation to ascertain whether the child will be returning or not. The Attendance Officer will work with Education Welfare Officers at the local authority and the school reserves the right to remove a child from the school roll should parties agree that this is an appropriate action. The child could then be classified as 'missing' and 'Without a School Place'.

Parents/carers who take leave of absence without contacting the school or without authorisation, will have the absences recorded as unauthorised and this could then result in the school taking further action to investigate, which may result in a referral to Education Welfare Service which could result in a request for a penalty notice.

Penalty Notices

Penalty notices are issued by Nottingham City Council Education Welfare Services and are issued per parent/carer, per child, and are set at £80 if paid by 21 days and £160 if paid between 22 and 28 days. If a penalty notice remains unpaid, any resultant legal proceedings would relate to section 444(1) of the Education Act 1996.

