



New Town Primary School Request for Leave Form

If you wish to apply for leave during term time you must complete this form and submit it to the Headteacher for authorisation. At New Town Primary we believe that excellent school attendance is vital for children to be happy, healthy and successful. Therefore, the default position taken by the school is not to approve requests for absences during term time.

It is a legal requirement for children of school age to be in school every day unless ill. At New Town Primary, exceptional circumstances are viewed as rare, significant, and unavoidable. All schools, **by law**, must follow the Department for Education's statutory guidance relating to attendance.

Where this guidance refers to a parent/carer, the school and/or local authority will need to decide which adult(s) is most appropriate. Generally, parents/carers include:

- All natural parents, whether they are married or not
- All those who have parental responsibility
- Those who have a day to day responsibility for the child

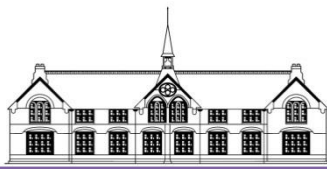
Leave during term time can only be authorised by the Headteacher in exceptional circumstances.

Absence requests for any of the following reasons **will not be** authorised:

- Going on holiday or travelling abroad
 - *Lower cost holidays and flights during term time will not be considered as "exceptional" circumstances.*
 - *Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill (medical evidence may be requested) will not be considered as "exceptional" circumstances.*
 - *Holidays taken in term time due to parental work commitments will not be considered as "exceptional" circumstances*
- Days off for birthdays, shopping trips, or trips to theme parks for example
- Feeling tired or recovering from holidays
- Non-urgent appointments, including those of siblings or family
- A parent or carer not being able to bring their child to school. Legally you must have other provision to bring your child to school if you are unable.

The death or terminal illness of an immediate/close relative, only if Headteacher is satisfied that the circumstances are truly exceptional may be authorised.

Satisfactory attendance at school is categorised as attending **96%** and above. Children whose attendance falls below 96% will be fully investigated. The local authority and school leaders will put in place an action plan to improve the pupil's attendance. Action taken includes but is not limited to; warning and information letters, being asked to attend an Attendance Panel, Fixed Penalty Notices and court proceedings.



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By completing this form, you are confirming that you have read through the front page beforehand and all the information given is a true representation of the circumstance relating to the request. Please return to the school office. The application should be made well in advance and parents are strongly advised to apply for leave of absence before they confirm their arrangements.

PUPIL NAME:	CLASS:
FIRST DAY OF ABSENCE:	LAST DAY OF ABSENCE:
TOTAL NUMBER OF SCHOOL DAYS REQUESTED:	

Why are you applying for your child to have leave of absence during term time?

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What are the **exceptional circumstances** that you feel justify this request?

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What written evidence from an appropriate body are you providing as proof of the **exceptional circumstances**? (This should be provided wherever possible and may be requested before requests are approved.)

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Are you requesting leave of absence for a sibling at another local primary or secondary school for the same reason?

Yes ☐ No ☐

If yes, please provide the siblings full name, primary or secondary school they attend: _____

Have you ever had leave of absence for exceptional circumstances approved before at this school?

Yes ☐ No ☐

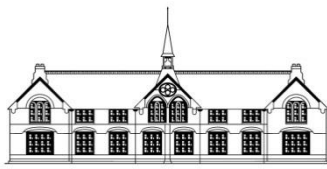
If yes please provide details:

Have you ever had leave of absence for exceptional circumstances refused before at this school?

Yes ☐ No ☐

If yes please provide details:

Signature of Parent/Guardian	
Print Your Name (Parent/Guardian)	
Relationship to child	
Date	



SCHOOL ATTENDANCE – THE FACTS

Attendance is one of the biggest challenges facing the school system today. Since the pandemic, there has been a worldwide rise in school absence and persistent absence. In response to this, the government have introduced tougher attendance rules from September 2024 onwards.

GOVERNMENT

- All schools to hold electronic registers and share their daily attendance data with the Department for Education and the Local Authority.
- Attendance improvement to be a priority, with schools monitoring attendance data rigorously and working with families to address poor attendance.
- Headteachers are unable to grant leave of absence unless there are exceptional circumstances. "A need or desire for a holiday" does not constitute an exceptional circumstance. (Statutory Guidance August 2024)
- There is a single national threshold for attendance and absence, including when a Penalty Notice must be considered:
 - 10 sessions (usually equivalent to 5 school days) of unauthorised absence within a rolling 10 school week period.
 - These sessions do not have to be consecutive and can be made up of a combination of any type of unauthorised absence. The 10 school weeks can span different terms or school years.

SCHOOL

- Every moment in school counts. It is essential that children arrive at school on time to ensure academic success and to enable children to form good habits. Where school has concerns about lateness, we will get in touch to discuss what support is needed.
- In order to safeguard pupils, a reason must be given for any absence. This should be done following school's absence procedures, and must be done on the first day of absence. Failure to inform school of reasons for absence may lead to welfare visits, unauthorised absences, and possible legal intervention.
- If your child is at risk of becoming 'persistently absent' (below 90%), school will alert you to this via email with an offer of support. If these concerns continue, and/or your child's attendance drops to 90% or lower, school will invite you in for a meeting to explore any barriers your child may be facing

PARENTS/CARERS

- Attendance at school is not just important for your child's learning, but also for their overall wellbeing, wider development and their mental health. For children who face complex barriers to attendance, school can offer a range of pastoral support and advice and, if needed, can access support from external services - we are here to help.
- It is usually safe for children to attend school with mild illnesses, like a cough, runny nose or sore throat. However, children should stay at home if they have a temperature of 38C or above or have sickness or diarrhoea. The NHS has published guidance to help parents/carers decide whether their child is well enough to attend school.

LEGAL

- If school has raised concerns about a child's attendance and offered support, but there is limited/no improvement, the Local Authority will intervene, offering formal support or, the case may be escalated to legal prosecution.
- From August 2024, the first FPN is £80 per pupil, per parent (rising to £160 if not paid within 21 days). If you get issued a second FPN within 3 years it rises to £160 per pupil, per parent to be paid within 21 days. If your child is off school 3 or more times within the 3 years you will not be fined but may be taken to court and face a fine of up to £2,500.