



Linden Primary School

Headland Road Leicester LE5 6AD
Tel 0116 273 8435
Headteacher Mr. Christopher Taylor
Email: office@linden.leicester.sch.uk
Website: www.linden.leicester.sch.uk



Leave of Absence Request

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '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

- personal circumstances that are out of the control of the parent; and
- that the parent could not reasonably have prevented or accommodated; and
- they must have had a significant and demonstratively negative effect on the parent's ability to maintain their child's attendance in school

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

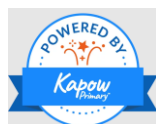
Any request should be submitted as soon as it is anticipated and, where possible, at least four weeks before the absence. The headteacher will require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart. Please note that pilgrimages such as Umrah will not be authorised.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Please see the attendance policy on the [policies](#) section of the school website for all the details relating to attendance.

A separate application must be completed for each child. Please ask for help if you do not understand any part of this form. A copy of this form, showing the Headteacher's decision will be sent to you. However, if you have not received this, please ensure you contact school in the first instance rather than assuming that such leave has been agreed to.



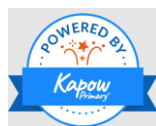
Child's name	
Class	
Reason for absence	
Destination address	
First day of absence from School	
Date of return to school	
Total number of school days absent	

Unauthorised leave of absences

- Penalty Notices are issued for extended absence at £160 per parent per child (discounted to £80 if paid within 21 days). If there is occasion to issue a second Penalty Notice for unauthorised leave of absence within a rolling 3-year period, it will be issued at the higher rate of £160 per parent per child, with no opportunity to pay at the lower level. A Penalty Notice cannot be issued if there is a third occasion of unauthorised leave of absence in the rolling 3-year period and it is highly likely that the local authority will take direct prosecution action in the Magistrates' Court which can result in you receiving a criminal conviction. Please also be aware that any cases of extended periods of unauthorised absence, linked to holidays or trips away, are highly likely to result in prosecution action by the local authority.
- If your child has unauthorised absence and is present in a public place during school hours (8.35am – 3.15pm Mon to Fri term time) without reasonable justification during the first 5 days of a fixed period or permanent exclusion. Then a penalty notice will be issued. These penalty notices are charged at £120, reduced to £60 if paid within 21 days.

Signed: _____ Parent/Carer with Parental responsibility

Date: _____



Head teacher's decision

Absence **authorised** from: _____ To: _____

Absence **unauthorised** from: _____ To: _____

Penalty Notice will be issued: Yes / No

The whole period of absence is unauthorised because:

Signed: _____ Headteacher Dated: _____

This section is for school use only.

Form checked by	
Ticket/Destination confirmation (Photocopy attached)	
Current attendance	
Previous attendance	
Previous extended absence (date/details)	
SEND	
Vulnerable	
Date copied to parent	
Pupil has not returned (date/details)	
Telephone call made to parent/guardian (date/time/ details)	

