

# ECKINGTON SCHOOL – LEAVE OF ABSENCE REQUEST FORM



*\*Please read the information on the reverse of this form before its completion\**

Student Name	Date of Birth	Form Group

## Leave of Absence Dates

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Date of return to School \_\_\_\_\_ Number of School days \_\_\_\_\_

Destination \_\_\_\_\_

Reason for requesting leave of absence at this time \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A LETTER FROM AN EMPLOYER MUST BE ATTACHED TO THIS REQUEST FORM IF THE ABSENCE IS DUE TO WORK COMMITMENTS.

Full name, address and date of birth of parent(s)/Carer(s) applying for leave of absence:

### Parent/Carer 1

Name:	Date of Birth:
Address:	

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Carer 2

Name:	Date of Birth:
Address:	

Signed \_\_\_\_\_ Date \_\_\_\_\_

If you go ahead with the leave of absence when unauthorised, you may receive a **Fixed Penalty Notice** issued through the Local Authority. This will be £60 per parent per child if paid within 21 days rising to £120 per parent per child if paid within 28 days.

**\*Please read the information below before completion\***

Please be aware that the school attendance policy is available to view on the school website. We would like to draw your attention to the section about holidays taken during term time.

In accordance with the Education (Pupil Registration) (England) (Amendment) Regulations 2013, Headteachers may not grant leave of absence during term-time, for the purpose of a holiday unless there are exceptional circumstances.

From 1st September 2017, if requested, Derbyshire County Council will consider the issue of a penalty notice for any period of holiday absence which has not been authorised by the Headteacher **regardless of a child's wider school attendance.**

The penalty to be paid is £60 per parent/carer per student within 21 days or £120 per parent/carer (responsible adult residing with the student) per student within 28 days. This will be issued by the local authority based on the information provided by the school. Any appeal rests with the local authority. Please note that the school does not receive any monies from fines issued by Derbyshire County Council.

Any absence from school should be requested at least two weeks in advance (where possible) by completing an absence request form available from pupil reception at school. The attendance managers will consider the request based on the information supplied in this form. Requests made after the absence will be unauthorised.

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**Office use only**

Date form received \_\_\_\_\_

SIMS (Code G)

Attendance % last academic year \_\_\_\_\_

SIMS Initiative

Attendance % prior to LOA \_\_\_\_\_

Letter FPN  Letter NO FPN

Attendance % post LOA \_\_\_\_\_

Sent to LA (If required)