

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:	Relationship to student:
Address:	

Signed _____

Date _____

Parent/Carer 2

Name:	Relationship to student:
Address:	

Signed _____

Date _____

If you go ahead with the leave of absence when unauthorised, any request for legal action will be dealt with under the new National Framework for penalty notices (August 2024).

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 September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term time leave should be made on a Leave of Absence Request form available from the school office and handed in 2 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

Office use only

Date form received _____

Arbor (Code G)

Attendance % last academic year _____

Attendance % prior to LOA _____

Letter FPN Letter NO FPN

Attendance % post LOA _____

Sent to LA (If required)