

**Wimbledon Chase Primary School
Leave of Absence Form**

LONDON BOROUGH OF MERTON

Request for Leave of Absence for exceptional circumstances during Term Time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

The Pupil Registration Regulations (England) 2006 and the Education (Pupil Registration) (England) (Amendment) Regulations 2013 states that:

- **Leave of Absence in exceptional circumstances is authorised at the discretion of the Headteacher.** (This is **not an automatic right** of parents/guardians)
- You should not normally take your child(ren) on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- Each request for leave of absence will be considered individually, taking into account: the circumstances for the request, the supporting evidence provided, the overall attendance of your child(ren), your child's stage of education and progress and where appropriate both internal and external examinations and assessments.
- If the absence is approved by the Headteacher you will be advised as to how many days the Headteacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine.

In order for your application for absence to be considered, please complete below:

Name(s) of Child(ren).....

Class(es)

Dates of absence: From..... To:..... (No. of School Days)

Reason for request (additional evidence may be required)

.....
.....

Signed: Parent/GuardianDate:.....

The above request for leave of absence in term time has/has not been authorised. If authorised, your child/ren should return to school on:.....

Signed..... Keith Ellis, Acting Headteacher

WIMBLEDON CHASE PRIMARY SCHOOL

ABSENCE AND EXCEPTIONAL LEAVE POLICY

The Governors of **Wimbledon Chase Primary School** believe that leave of absence during term time should be avoided as it can have a damaging effect on a student's education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave.

The Education (Pupil Registration) (England) Amendment Regulations 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible. This includes occasions when you need to take your child out of school for visa or passport reasons.
2. The request should be made in writing using the leave of absence form. (Available from the school office or the school website).
3. This must include the reason why you feel that it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons, including evidence of circumstances such as medical certificates or letter from employers.
4. If your flight or travel arrangements are changed, causing an extension to your holiday, you must provide documentary evidence.

On receipt of an application for leave on the appropriate form together with any supporting documentation, consideration will be given to the circumstance.

Any leave of absence that is not authorised is very likely to result in a Penalty Notice being issued by the London Borough of Merton. The Penalty Notices carries a fine of £120.

With regard to leave for Religious Observance. This is absence to take part in any day set aside exclusively for religious observance (including religious festivals) by the religious body to which the parents belong. Parents are asked to notify the school in advance. Advance notification means that we do not need to ring and interrupt your special day.