

Schools Attendance Support Service Leave of Absence Request

**Before completing this form, please read the
Leave of Absence Request – Guidance Notes for Parents and Carers**

PLEASE ENSURE BOTH SIDES OF THIS FORM ARE COMPLETED

Please send your completed form via MOVEit
T3335595_AS_SCHOOLNAMELOA-CHILDINITIALS

Section A: Student's Details

ALL SECTIONS MUST BE FULLY COMPLETED – ONE APPLICATION PER STUDENT

School:			
Student's Name:		Date of Birth	/ /
Address where student usually resides:			
Post Code:			

Section B: Reason for Leave of Absence

I would like to request a Leave of Absence for the above-named student:

From	/ /	To	/ /
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Head teachers can only authorise a Leave of Absence if they consider that the detail and information **you provide** constitutes an **exceptional circumstance**. You **MUST** provide **all the details and information** you would want the Head teacher to consider in deciding if your request can be granted.

By signing this application, I understand and agree the following:

- That I have read the Leave of Absence Request Guidance Notes and that if I take my child on an Unauthorised Leave of Absence the school can request that I and any other Parents/Carers of my child are issued with a Penalty Notice (a fine of up to £160 in respect of each child and each Parent/Carer) and/or be subject to further legal proceedings in the Magistrates Court).
- That I am a Parent/Carer with whom the student 'normally resides'.
- That I understand it is the Head teacher's decision as to what is and what is not an "exceptional circumstance" and I should discuss any questions I have regarding the decision made by the Head Teacher prior to the absence starting.

Parent/Carer Applicant PRINT NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Parent/Carer Applicant SIGNATURE		Date of Application	/ /
Relationship to Student:			
Telephone Number:			
Mobile Number:			

Section C: Additional Parent/Carer(s) with Parental Responsibility

You must enter the names/dates of birth and address details of every **ADDITIONAL** adult who holds Parental Responsibility and/or care of your child.

Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)	-----		
			Post Code
Relationship to student			
Parent/Carer FULL NAME	Mr/Mrs/Ms/Miss (delete as appropriate)	Date of Birth	/ /
Address (if different from student's home address)	-----		
			Post Code
Relationship to student			

For School Use ONLY

Request form Received	Date	/ /	Information corresponds with school records & Data collection sheet included	Yes <input type="checkbox"/>
Number of days authorised			Number of days unauthorised	

How applicant and any other additional adult were advised of outcome:

Letter(s) to Parent/Carer(s)	Date:	
Email(s) to Parent/Carer(s)	Date:	
Telephone call(s) to Parent/Carer(s)	Date:	
Text Message(s) to Parent/Carer(s)	Date:	
School Comms (e.g. internal messaging system)	Date:	
Face to face meeting(s) with Parent/Carer(s)	Date:	

School staff may need to provide evidence of the above should Court proceedings follow.

School's Request for Penalty Notice

I have read the Leave of Absence Request Guidance. I understand that I am requesting a Penalty Notice and that this cannot be withdrawn once issued, other than in the circumstances detailed in the Guidance.

Agreed by Head teacher	Date	/ /	Signature of Head teacher:
Referral to Schools Attendance Support Service	Date	/ /	Referrer Name:
Position in School:	Contact E-mail Address in school (who you wish any correspondence to be sent to)		
Copy of student's Attendance Summary attached	<input type="checkbox"/>	Copy of student's Data Collection Sheet attached	<input type="checkbox"/>
Copy of decline correspondence sent to parent/carer(s) attached	<input type="checkbox"/>		

A Leave of Absence referral can be accepted when you use MOVEit together with a **fully completed** Leave of Absence Request form, a copy of the school's decline letter to parents/carers (or confirm agreement to provide a Section 9 Witness Statement) and the student's Attendance Summary/Certificate and Data Collection Sheet.

Leave of Absence Request – Guidance Notes for Parents and Carers

Under the Education (Pupil Registration) (Amendment) Regulations 2024 absence **may not** be Authorised unless:

- (a) An application has been made in advance to the Head teacher by a Parent/Carer with whom the pupil normally resides (lives with most of the time); and
- (b) The Head teacher, or a person Authorised by them, considers that Leave of Absence should be granted due to the exceptional circumstances relating to that application.

It is only a Parent “with whom the child normally resides” (lives with most of the time) that can apply for a Leave of Absence for their child. **A Parent/Carer who does not live with the child cannot apply for a Leave of Absence. Any application they might make should be rejected by the school.**

Parents/Carers should ensure that any Leave of Absence application is made in advance of any Leave of Absence to be taken. (Schools may have specific timescales for processing Leave of Absence applications. Parents/Carers should make sure they know what these are. Different schools may have different timescales.)

Parents/Carers should ensure that they know if their Leave of Absence application has been Authorised by the Head teacher before planning, booking or paying for anything in relation to that Leave of Absence application.

Parents/Carers should ensure they provide the Head teacher with all the detail and information they would want the Head teacher to know in deciding if a Leave of Absence can be Authorised.

It is at the Head teacher’s discretion to decide if the detail and information provided by a Parent/Carer can be considered as an “exceptional circumstance” and agree if any Leave of Absence can be Authorised.

Disagreements between Parents/Carers and schools in relation to what is and is not an “exceptional circumstance” cannot be considered by the Schools Attendance Support Service. Parents should contact school to resolve any disagreements before the leave commences.

Penalty Notices

The Schools Attendance Support Service can only issue Penalty Notices for Leave of Absence following receipt of a request to do so by the school.

If a Leave of Absence is not Authorised and the child is then absent from school, the Head teacher can request that the Schools Attendance Support Service issue Parents/Carers with Penalty Notices.

Penalty Notices are issued based on the information and detail provided by the school and in accordance with the Penalty Notice Code of Conduct <https://www.sandwell.gov.uk/schoolattendancepenalty>

With effect from 19th August 2024 A Penalty Notice may be issued **to each parent/carer, for each child** as follows:

1st Leave of absence within a 3 year period : £80 per parent/carer, per child if paid within 21 days, rising to £160 per parent/carer, per child if paid between 21-28 days.

2nd Leave of absence within a 3 year period: £160 per parent, per child

3rd Leave of absence within a 3 year period: Prosecution (per parent, per child) for the offence (penalty notice action will no longer apply)

Please note that if the fine is not paid within 28 days or the Local Authority proceed straight to court action you are likely to be prosecuted under S444.1 of the Education Act 1996. The maximum fine the court can impose for a first offence is £1,000 per parent, per child.

Unpaid Penalty Notices can result in Parents/Carers being put before the Magistrates Court and fined up to £1,000 per Parent/Carer per child plus Court costs. If a history of offences exists, parents may be prosecuted under Section 444(1A) Education Act 1996 and the court can impose fines up to £2,500 per child, order payment of the prosecution costs, impose fines up to £2,500 per child, order payment of the prosecution costs, impose a Parenting Order and/or sentence parents to a period of imprisonment of up to 3 months. This reflects the seriousness of unauthorised absence from school.