



Request for Leave of Absence

Parents should be aware that they **do not have the right** to take their child out of school during term time.

They must always request permission in advance for their child to miss school.

Holidays during school time will **not** be authorised.

Absence taken when not authorised by the school will be recorded as 'unauthorised absence' and will be subject for consideration under the Fixed Penalty Notice scheme (see extracts from the school's Attendance Policy overleaf).

The final day of each term contains the two statutory registration sessions and therefore counts as a full school day, despite the slightly earlier finish.

To apply for permission for their child to be absent from school, parents must complete this form and return it to school for consideration at least 10 school days (where possible) in advance of the proposed leave of absence.

PARENTAL SECTION

Surname of child:		First name of child:	
Date of birth:		Form Group:	
Surname of parent/carer:		First name of parent/carer:	
Address of requesting parent/Carer:			
Relationship of requesting parent/Carer:		Is this the child's home address?	Yes No
Reason for requested leave of absence:			
Length of absence requested (school days):			
Date(s) of absence requested:			
		Would your child miss any examinations?	Yes No
		Is his/her attendance already below 94% or a previously agreed individual target?	Yes No
		Has your child already had approved leave of absence during this school year?	Yes No
		If so, state the number of days previously agreed:	
		Have you had a previous request for leave of absence declined during this school year?	Yes No
		Does your child have siblings in other schools for whom you are also requesting leave of absence?	Yes No
		If so, state which schools your other child(ren) attend:	

Signature parent/carer:		Date:	
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FOR SCHOOL USE ONLY

Signature of Head of Year:		Leave of Absence approved?	Yes	No
Signature of Headteacher:				

Extracts from the Hazelwick School Attendance Policy

Parents need to be aware of our policy and procedures with regard to the following issues:

- *Medical appointment:*
 - Such appointments count as absence. Where possible, these should be arranged for out of school hours. Requests for students to attend such appointments during school hours should be made in advance, where this is known, using the 'Exeat' system.
- *Day of Religious Observance:*
 - This counts as an absence. We will authorise a maximum of **one** day for each relevant religious festival. This is provided that a request is made in advance of the absence. Time taken in excess of one day will be recorded as 'unauthorised' absence.
- *Holiday:*
 - Holidays taken during school time will **not** be authorised.
- *Leave of Absence:*
 - Requests for leave of absence will be dealt with on a case by case basis. Such requests will only be granted 'in exceptional circumstances'.
 - Where a request for leave of absence is granted, it will be recorded as an 'authorised absence'.
- *Unauthorised absence and the 'Fixed Penalty Notice Scheme':*
 - Absence taken when not authorised by the school will be recorded as 'unauthorised absence' and will be subject for consideration under the Fixed Penalty Notice scheme.

Fixed Penalty Notice (FPN) Scheme – for your information

Regular and punctual attendance at school is vital if students are to maximise their opportunities to achieve success. Securing such attendance outcomes is also a legal requirement and a responsibility that is placed upon parents.

The Fixed Penalty Notice Scheme for unsatisfactory school attendance is in use in West Sussex. A Fixed Penalty Notice is a fine given for 'unauthorised' absence from school. Only the Headteacher can authorise absence from school.

Absences which are not 'authorised' by the school are subject to consideration under the Fixed Penalty Notice scheme. This Notice, issued by the Local Authority (West Sussex) dealt with by the Pupil Entitlement: Investigation Team requires the payment of a fine of £160 per parent per child. Each case will be looked at individually, initially within the school and then by the Local Authority (West Sussex).

When a student has reached a figure of 10 school sessions (within a recorded 10-week school period) missed without 'authorisation' by the school, a referral is made to the local authority for consideration of legal intervention, which may include the use of Fixed Penalty Notices and/or court action.

For 'unauthorised' holidays in term time, no warning period is given since parents/carers will be aware of the consequences.

Please note: should a period of unauthorised absence for a holiday in term time be 15 school days or more, an FPN may not be deemed suitable. Instead, the matter may be brought directly before the Court.

Non-Payment of Fixed Penalty Notices

The FPN is issued with an invoice for £160, and 28 days are given for you to settle the Penalty. If the FPN is paid within the first 21 days, the amount payable is reduced to £80.

In 2024, the government announced an escalation process, whereby the second FPN does not include the option of a price reduction for early repayment. A third referral does not lead to an FPN, but either leads to the case being referred to court, or to an Investigating Officer being allocated.