



Application for Leave of Absence during term time

The Brakenhale School as part of The Greenshaw Learning Trust, The Local Authority and Government believe that absence during term time should be avoided as they can have a damaging effect on pupils' education and overall achievement. However, it is recognised that there may be exceptional reasons that may justify authorisation of the absence by the Headteacher.

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are **exceptional circumstances relating to the application**.

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

- Application is to be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office AND
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised.

Leave of absence taken without authorisation may be referred to the Bracknell Forest Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.

If the penalty notice is not paid, each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to a maximum of £1,000, plus costs.

Note: Parent also includes guardian/carer

(Revised May 2017)



LEAVE OF ABSENCE FORM

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM AND READ INFORMATION OVERLEAF:

The Education (Pupil Registration) (England) (Amendment) Regulations 2013: Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a student except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application.

To the Headteacher

From - Parent Name:	PLEASE PRINT NAME
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Student Name	Date of Birth	Tutor

Home Address

First Date of Absence	Date of return	Number of school days absent

Exceptional reason for absence (continue on separate sheet if necessary)

Name of parent (who child resides with)	Home telephone number
Mobile telephone number	Email address

Names of siblings	Bracknell Forest School they attend

SIGNATURE OF PARENT:

FOR HEADTEACHER

DATE RECEIVED:

CURRENT ATTENDANCE %:	LAST YEAR'S ATTENDANCE %:
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EXCEPTIONAL REASON ACCEPTED	YES / NO (please circle)
Number of days unauthorised:	Number of days authorised:

FPN REQUESTED	YES / NO (please circle)
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HEADTEACHER'S SIGNATURE:

DATE PARENT INFORMED	LETTER / EMAIL (please circle)
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THIS ABSENCE HAS BEEN AUTHORISED / UNAUTHORISED. WE THEREFORE EXPECT YOUR CHILD TO BE IN SCHOOL ON (DATE) _____