



Park Grove Primary Academy Request for leave of absence

WHAT THE LAW SAYS:

Schools are regularly audited to ensure that they are following government guidelines and policies. Schools are ***not permitted*** to authorise leave of absence requests from September 2013, unless in exceptional circumstances. Family holidays taken in term time will not be authorised. The Government/Local Authority may fine parents who take their children out of school for family holidays.

For further information see [Working together to improve school attendance](#) 2022.

There are clear links between children's attendance and their attainment. A child absent from school for two school weeks each year will miss the equivalent of two terms' education over their school career. This is a strong factor in seeking to reduce all avoidable absence.

Absence request – Parent/carer to complete

Name of child.....Class.....

First day of absence Last day.....Total number of days.....

Reason for request:

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I understand and accept that: (please tick each statement)

- This absence will affect **my child's** learning [☐]
- **My child** will miss something vital in their learning that may not be taught again [☐]
- I may **be fined** by the Local Authority [☐]

Signature of Parent/Carer..... Date.....

Head teacher authorisation: % of attendance to date.....

Authorised [☐] Unauthorised [☐]

Reason.....

Signature of Head teacher..... Date.....

