LEAVE OF ABSENCE REQUEST

In line with the current Government legislation and the school attendance policy, Parents/Carers do not have the right to take children out of school during term time unless there are exceptional circumstances. On the rare occasion circumstances are deemed exceptional by the Headteacher, the duration your child is permitted to be away from school may only be determined by the Headteacher.

All applications for leave must be made at least three weeks in advance. The 'Working Together to Improve School Attendance' (DfE 2024) guidance states that a school cannot grant a leave of absence retrospectively. If a leave of absence is not applied for in advance, it should not be granted. When making the decision, the Headteacher will consider the individual circumstances of each application, including any previous pattern of leave, both current and historical attendance and the length of leave requested.
By law you must ask for permission for your child to miss school.

Should you remove your child from school without permission you may receive a Penalty Notice Fine, currently £160, and your child will incur unauthorised absences on their school record.

This form must be com by the Parent/Carer and forwarded to the school attendance officer at least 3 weeks in advance of the period of absence. The form will be retained by the school for future reference.

The school is the sole arbiter of whether an absence can be authorised.

Parent/Carer to complete

STUDENT NAME: ……………………………………………………………   FORM GROUP: …………..………………

ADDRESS: ………..………..

CURRENT ATTENDANCE %: ………………………………………

DATES REQUESTED: From ……………………………………….. To …………………………………………………..

LENGTH OF ABSENCE: …………………………………….   CONTACT NUMBER: …………………………………………………....

Please state the exceptional circumstances which require a leave of absence during term time (continue overleaf is necessary)
……..………
………..

I understand the school's policy on Leave of Absence

Signed   …………………………………………..   Print Name …………………………………………

Resilience   *Kindness*   *Respect*   *Aspiration*   *Confidence*

Kirkby High School is a member of the Rowan Learning Trust. Company Number: 8010464
VAT Registration Number: 134 6833 09