

## STUDENT LEAVE OF ABSENCE REQUEST

**Please note that holidays in term-time are not authorised – The Hyndburn Academy will only consider absences for exceptional circumstances on a case-by-case basis**

**Name of Student:**..... **Year/Tutor Group:**.....

**First date of absence:**..... **Last date of absence:**.....

**Leave of absence requested for a total number of..... school day(s)**

**Parent/Student to be aware that:**

1. Any leave of absence or holiday absence taken without approval in advance will be recorded as “unauthorised absence” and may be referred to Local Authority for penalty notice legal action.
2. Any student who is continuously absent for 3+ days will be required to provide medical evidence from the GP / Hospital / Professional Body covering the period of absence or absence will be recorded as “unauthorised” and may be referred to Local Authority for penalty notice legal action.
3. New government guidelines, which came into effect on 1st September 2013, prevent Headteachers from granting any leave of absence during term-time, unless there are exceptional circumstances.

**Name of Parent/Carer 1:**..... **D.O.B:**.....

**Address:**.....

**Email:**..... **Tel:**.....

**Lives with student** Yes/No **Signed**..... **Date**.....

**Name of Parent/Carer 2:**..... **D.O.B:**.....

**Address:**.....

**Email:**..... **Tel:**.....

**Lives with student** Yes/No **Signed**..... **Date**.....

**Please indicate the reason(s) of exceptional circumstances and provide evidence wherever possible.**

Has your child got any examinations or controlled assessments within this period?

**No** **Yes** (please give details)

Has your child had a previous record of poor attendance or Holiday Penalty Notice?

**No** **Yes** (please give details)

For The Hyndburn Academy use only:

**Authorised**  
by.....

**C** **Authorised absence**

**H** **Authorised holiday**

**P** **Approved sporting activity**

**J** **Interview**

**V** **Educational visit or trip**

**M** **Medical/Dental appointment**

**W** **Work experience**

**Unauthorised**

by.....

**O** **Unauthorised absence**  (Refer to LA) **Yes** **No**

**G** **Unauthorised holiday**  (Refer to LA) **Yes** **No**

**Current attendance levels** ..... %

**Response Letter/Email sent**  **Date**.....

**Coded on Arbor**

**Meets Exceptional Circumstances criteria**

**Evidence requested**

**Evidence Received**

## LEAVE OF ABSENCE AND PROCEDURES

Please remember that every day of attendance really does matter.

Parents do not have the automatic right to withdraw students from school and, in law, have the right to apply for permission in advance.

Exceptional circumstances are defined as exceptional significant family events or circumstances, and will be considered on a case-by-case basis. The Headteacher will consider every request individually.

Some of the examples of what will not meet exceptional circumstances criteria are:

- Cheaper holidays in the UK or abroad
- Family day trips
- Relatives coming to visit
- Visiting family or friends that have differing school holidays
- Attending family weddings or visits to see family abroad

You are advised not to make any arrangements until your request has been considered by the school.

If your child is away from school during this period it will be recorded as Unauthorised Absence. As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Lancashire County Councils Code of Conduct.

## PENALTY NOTICE PROTOCOL FOR UNAUTHORISED LEAVE OF ABSENCE

