

NOVA PRIMARY ACADEMY

LEAVE OF ABSENCE REQUEST FORM

Full school attendance is vital for our children's educational progress and the local authority expects all parents and carers to ensure their children attend school to achieve their maximum potential. Following a **change in Government legislation the school is no longer authorised to allow any leave** except in exceptional circumstances which are agreed by the Headteacher/ Attendance Lead.

Parents **do not have any right to have leave of absence during the term** and if their request is refused the absence **will not** be authorised and legal action such as a fixed penalty notice may be issued. This could be a fine of a minimum of £60.00 for each child, per parent (e.g., the total fine for two children with two parents would be £240.00). ***You also risk having your child taken off the school roll.***

If you intend to request a leave of absence during term time you are required to advise the school by completing the form below. **This form should be completed a minimum of 4 weeks before the required date.** One form to be completed for each child for whom you are requesting the absence.

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| Name of School: Nova Primary Academy | | | |
| Pupil's Full Name: | | | |
| Date of birth of pupil: | | | |
| Year group and Teacher name: | | | |
| Main Parent(s)/Carer(s) details: | | | |
| Surname | | Surname | |
| First Name | | First Name | |
| Date of Birth of parent | | Date of Birth | |
| Address and Postcode | | | |
| First written language if not English | | | |
| Telephone Contact Numbers | | | |
| Siblings/Siblings School (if different) | | | |
| Siblings/Siblings School (if different) | | | |
| Parent/Carer 2 (please complete if parents live separately) | | | |
| Surname | | First Name | |
| Telephone Contact Numbers | | Date of Birth | |
| Address and Postcode | | | |
| First written language if not English | | | |
| Information of absence: | | | |
| Start date of absence | | | |
| Date of return to school | | | |
| Date of Flight/Travel | | | |
| Number of school days requested | | | |

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| <p>Exceptional circumstance resulting in this request for absence, <u>WITH EVIDENCE.</u></p> <p>Where are you going? State exactly where your child is going?</p> <p>Are you taking your child abroad? We have safeguarding duties to ensure all children are safe</p> <p><u>When did you book your flight/ holiday?</u> (if you are travelling out of Peterborough)</p> <p>You must provide <u>evidence</u> of when you booked and your tickets.</p> <p>Why must you take this absence <u>during term time</u> and not during the school holiday periods (of which there are several weeks throughout the year)?</p> | <p>Please provide as much detail as possible below (failure to do so will mean your request is denied and we have to ask for evidence).</p> |
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I/we understand that a penalty notice may be issued by the Local Authority if this request is denied, and my/our child is absent during this period. I/ We understand that a fine will be payable **per child, per parent of £120.00 if paid within 28 days but reduced to £60.00 per child, per parent if paid within 21 days.**

Signed: Name (Parent/Carer): Date:

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FOR OFFICE USE:

Year Group: Approved: ☐ Not Approved: ☐ Number of days requested ☐

Reason for leave of absence being granted/ refused: - Circled

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 Not exceptional. Not a short period of absence. Avoidable (can take place during non-term time/ later).

Granted/ Considered exceptional because:

Signed: Headteacher/ Attendance Lead Date: