**Leave of Absence Request**

Dear Parent/Carer

As per current regulations and DfE advice on school attendance (2013) we would like to advise you that the Headteacher may not grant any Leave of Absence in term time unless **exceptional circumstances** exist. By exceptional we mean rare, significant, **unavoidable** and short.By unavoidable, we mean an event that could not reasonably be arranged at another time.

Term times are for education, and children and families have 175 days off school to spend time together, including weekends and school holidays.

The School will assess each request on an individual basis, considering the impact that missing school will have on the child’s education, their previous record of attendance and any special circumstances of which we are made aware, e.g. the bereavement of a close family member, the needs of the families of service personnel, or the need for time together to recover from trauma or crisis. The School will determine the number of school days a child can be away from school if the request is granted.

If an absence request is granted, it will be recorded as ‘authorised absence’. If a parent/carer takes their child out of school without permission this will count as an ‘unauthorised absence’ (truancy). Penalty notices of £60 per adult per child can be issued.

**An Absence Request will not be authorised for a student in Year 10 or Year 11 in any circumstance.**

The application must be made **in advance** using the form found at the end of this letter**.** Retrospective requests will not be considered. Please return the form to the Attendance Office on C floor or via email to attendance@smrt.bristol.sch.uk no fewer than 10 days before the absence is due to start.

The School fully supports the government expectation for a student’s attendance to be 95% or more. Any absence will result in lost learning and the risk of underachievement. I am sure you will support the School in maximising attendance and giving your child the best opportunity for future success.

***Education Act 1996: It is your responsibility as the parent/carer to ensure your child’s school attendance is on a regular basis and if you fail to do this without good cause, you are liable to be prosecuted. If found guilty of this offence you can be liable to, amongst other things, a fine of up to £2,500 and/or a custodial sentence of up to 3 months. Please also be aware that Penalty Notices can also be issued for Unauthorised Absences.***

Yours faithfully



Mr A Thomas-White

Assistant Headteacher (Inclusion)

**Leave of Absence Request Form**

**By signing this request** **I have read and understood the information provided, noting that a penalty notice may be issued and that this absence may impact on my child’s achievement.**

**I request that you authorise a Leave of Absence from School for my child.**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name\* |       | Tutor Group/Year |       |

\*Please use another sheet if you have more than one child in School

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates (inclusive) | From |       | To |       |

|  |
| --- |
| Reason for the Leave of Absence Request, including full details of any exceptional circumstances |
|       |

|  |  |
| --- | --- |
| Signature of Parent/Carer |       |

**School Use Only**

**Attendance Officer/ Deputy Head of House/ Other School Designated Person**

|  |  |
| --- | --- |
| Date Received |       |
| Current Attendance |       |
| No. of days absence so far this year |       |
| Student’s Academic Progress |       |
| Comments      |

**Assistant Headteacher (Inclusion)**

|  |  |  |
| --- | --- | --- |
| Absence Authorised | Yes [ ]  | No [ ]  |
| Comments      |
| Signed/Dated |       |
| Copy to Parent/Carer |       |



If you would like to discuss the final decision with the school please contact the Attendance Officer on 0117 353 2069