



Dear Parent/Carer

Re: Leave of Absence Requests

As per current DfE legislation and guidance on school attendance (2024), we would like to advise you that the Headteacher will not grant any Leave of Absence in term time unless exceptional circumstances exist. Exceptional circumstances should be unavoidable and not reasonably able to be arranged for 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, to ascertain if the request meets the requirements of exceptional circumstances. The School will determine the number of school days a child can be away from school if authorised.

If an absence request is granted, it will be recorded as 'authorised absence'. If a parent/carers takes their child out of school without permission this will count as an 'unauthorised absence' (truancy). A £160 Penalty Notice can be issued by the Local Authority, if there are a minimum of 10 half-day absences in any 10-week period. Penalty notices are reduced to £80 if paid within 21 days. This raises to £160 if paid between 22 -28 days. If payment is not made, then you may be prosecuted for the offence of failing to ensure your child's regular attendance at school.

The request should be submitted as soon as it is anticipated and, wherever possible, at least **4 weeks** before the absence. 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 via email to attendance@smrt.bristol.sch.uk or in person via Visitor Reception.

If you would like to discuss any content of this letter or the reason for absence please contact your Deputy Head of Year.

The School fully supports the government's expectation for a student's attendance. The school attendance target is 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/carers 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 J Pike

Assistant Headteacher for Safeguarding, Attendance, and Belonging

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

Dates (inclusive)	From		To	
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Reason for the Leave of Absence Request, including full details of any exceptional circumstances

Please list below any siblings and the schools they attend:

Name	School	Year Group

Signature of Parent/Carer		Date Signed	
Print Name		Relationship to Child	

School Use Only

Attendance Officer/Senior Attendance Officer/Deputy Head of House/School Attendance Champion to complete (please circle relevant position)

Date Received:	
Current Attendance:	
No. of days absence so far this year:	
Comments:	

School Attendance Champion

Absence Authorised:	Yes	No
Comments/Action:		
Signed/Dated:		
Confirmation letter to Parent/Carer		