

**PLEASE READ THE INFORMATION ON THE REVERSE OF THIS FORM
BEFORE ITS COMPLETION**

HOPE VALLEY COLLEGE – LEAVE OF ABSENCE REQUEST FORM

STUDENT NAME (SIBLINGS MAY BE ADDED TO THE SAME FORM)	DATE OF BIRTH	FORM GROUP

LEAVE OF ABSENCE DETAILS:

START DATE		END DATE	
DATE OF RETURN TO SCHOOL		NUMBER OF SCHOOL DAYS	
DESTINATION			
REASON FOR REQUESTING THE LEAVE OF ABSENCE AT THIS TIME			

FULL NAME, ADDRESS AND DATE OF BIRTH OF PARENT(S)/CARER(S) APPLYING FOR LEAVE OF ABSENCE:

PARENT / CARER 1

FULL NAME		RELATIONSHIP TO STUDENT	
ADDRESS			
EMAIL			
SIGNED		DATE	

PARENT / CARER 2

FULL NAME		RELATIONSHIP TO STUDENT	
ADDRESS			
EMAIL			
SIGNED		DATE	

If you go ahead with the leave of absence when unauthorised, any request for legal action will be dealt with under the new National Framework for penalty notices (August 2024).

PLEASE READ THE INFORMATION BELOW BEFORE COMPLETION

Please be aware that the school attendance policy is available to view on the school website. We would like to draw your attention to the section about holidays taken during term time.

In September 2013 the government introduced new regulations making it clear that Headteachers must not give approval for any leave of absence during term time, including holidays, unless there are exceptional circumstances.

Any requests for term-time leave should be made on a Leave of Absence Request form available from the school office and handed in 2 school weeks before the first date of the requested absence whenever possible. You must have received written authorisation before your child can be absent from school.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. Absence deemed for the reason of unauthorised leave in term time will be marked in the register with the Attendance code G.

You may be issued with a Penalty Notice should leave be taken which is not authorised. If unpaid this could lead to prosecution under section 444(1) of The Education Act 1996.

FOR OFFICE USE ONLY

DATE RECEIVED		ARBOR CODE G		OTHER CODE		
LETTER ISSUED DATE		LETTER FPN		LETTER NO FPN		SENT TO LA
NOTES						