



# Dove Bank Primary School

*Putting Children First*

Headteacher: Mr James Cheesman  
office@dovebank.leics.sch.uk

Bagworth Road  
Nailstone  
Warwickshire  
CV13 0QJ  
Tel: 01530 262371  
[www.dovebankprimary.co.uk](http://www.dovebankprimary.co.uk)

## Requests for Leave of Absence

Dear Parent/Carer

I am writing to advise you about our procedures for dealing with requests for leave of absence during term time.

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. Although we acknowledge that parents may sometimes prefer to take holidays outside of school holidays this has to be balanced against the effect on pupils' progress at school.

In September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances existed. Instead, headteachers are only allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. 'Exceptional circumstances' may include for example the wedding of parents/carers (for the day of the wedding) or a close family bereavement. However, we are keen to stress that each leave of absence request will be treated individually and with sensitivity.

There are certain times of the year when a child may experience problems because of missing school. These include examination periods (such as SATs), at the time of starting in a new class and at the start of a new school term. The school will also take these and other factors into account.

If due to exceptional reasons you do need to request leave of absence, please do so in writing by submitting a Leave of Absence Request form at least 4 weeks before the start of the proposed absence. The school will respond to your request in writing within 5 working days.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission, the absences will be treated and recorded as unauthorised. In extreme cases, parents may be issued with Education Penalty Notice fines of £60 (rising to £120) per parent per child by the Local Authority.

Yours sincerely,

Mr J Cheesman  
*Headteacher*





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## APPLICATION BY PARENT/CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

Pupil's Name ..... Class .....

Home Address .....

.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School ..... Date of Return to School .....

Total number of school days missed .....

Reasons for absence from school:

.....

.....

*I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice from the Local Authority.*

Name of Parent/Carer making application .....

Signed .....

Date .....

**PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

.....  
(This part to be returned to parent)

Permission authorised / unauthorised for ..... Class.....

to take a holiday from .....to..... (inclusive).

Reason .....

Signed..... (headteacher) Date.....

