



Bugle School Leave of Absence Request Form

Request to Authorise Absence from School due to Exceptional Circumstances

At Bugle School, we recognise that there are occasions when it is appropriate to authorise a child's absence, such as when a pupil is too ill to attend school, has a medical appointment which cannot be taken outside school hours, or a request for leave in exceptional circumstances.

The Education (Pupil Registration) Regulations 2006 (2013 amended) prohibit Schools from granting a pupil a leave of absence during term time, except where an application has been made in advance and the School considers that there are **exceptional circumstances** relating to the application. Please use this form to apply for a leave of absence during term time, ensuring that it is submitted prior to any intended period of absence.

In making a request for an authorised absence from school you will need to explain why the circumstances are exceptional. Generally, this will mean that they are rare, significant, unavoidable and short. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Please note that there is no general right to authorise absence for a family holiday during term time and such absences will not normally be authorised.

In granting a leave of absence for exceptional circumstances, the Head of School will determine the amount of time a pupil can be away from school.

You are advised not to make any arrangements until your request has been considered.

Section A

To the Head of School, I wish to apply for

Child's name: _____ Year: _____

To be authorised as absent from school (please include dates):

from _____ to _____ (inclusive dates) Total number of school days absent: _____

Section B

Please explain why you are requesting an authorisation for absence during term time and the circumstances which make this absence exceptional. If you require additional space, please continue on the other side of the page.

Section C

I am the parent/carer with whom the pupil normally resides. I confirm that the information I have provided on this form is correct to the best of my knowledge and belief.

Signed (parent/carer): _____ Dated: _____

Section D – for school use only.

Current attendance:

Tick as appropriate:

Request granted for ____ number of days from the dates _____ to _____ (inclusive).

A further discussion with you about your application is requested, please contact the office to arrange a telephone appointment or meeting in person.

Request not approved. Unfortunately we are unable to authorise this absence.

Signed: _____

Dated: _____

Head of School

PLEASE NOTE:

This leave of absence form serves as a Penalty Notice Warning letter to parent/carers.

If you decide to still take your child/children out of school, without permission, during the above dates the absence will be unauthorised and you will be committing an offence under the Education Act 1996. We may refer the matter to the County Education Welfare Service who may decide to take legal action against you. A penalty notice may be issued, under Section 444A and 444B of the Education Act 1996, to each parent for each child taken out of school. This carries a fine of £60 if paid within 21 days or £120 if paid after this, but within 28 days. Failure to pay the penalty notice fine may result in prosecution in the Magistrates Court, leading to fines up to £2,500 and/or custodial sentences. You may also be liable for the costs the Council incurs in taking the matter to Court.

You are welcome to contact the school to discuss any concerns you may have regarding this, Bugle School is committed to maximising the education of all its pupils and aims to work with parents to ensure this can be achieved.

Section B (additional space/additional evidence in support of your request)
