

# Carshalton High School for Girls

## Application for Leave of Absence of a Student

Student: Tutor Group: Request for absence from: To: Number of School days requested: 

Please give a brief explanation for this request for absence in term time and attach supporting evidence.

Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

*This form is to be completed by the parent/carer and forwarded to the Year Leader, no less than one term before the proposed absence. Absence from school is **not** allowed unless approval has been given beforehand.*

### FOR OFFICE USE ONLY

Year Leader Comment

SLT Comment

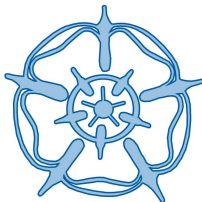
Authorised

Unauthorised

*Please tick as appropriate*

Please see attached Governors' Policy for further details

**Copy to:** Year Leader → SLT → Attendance Officer → File



# Carshalton High School for Girls

## Leave of Absence

The Governors believe that Leave of Absence should be avoided if at all possible as it can have a damaging impact on a student's education and overall achievement. From September 2013 amendments to the **Education (Pupil Registration) (England) Regulations 2006** come into force which make it clear that Headteachers **may not grant any leave of absence during term time** unless there are exceptional circumstances.

The school policy is as follows:

1. *Parents must request leave as far in advance as possible.*
2. *The request must include the reason why it is necessary to take absence during term time, including any extenuating or compassionate reasons, including evidence of the circumstances e.g. medical certificate, letter from employers.*
3. *The request should be made in writing using the Leave of Absence Form (available from the School Office).*

*The Department for Education makes it clear that:*

*"Time off school for family holidays is not a right"*

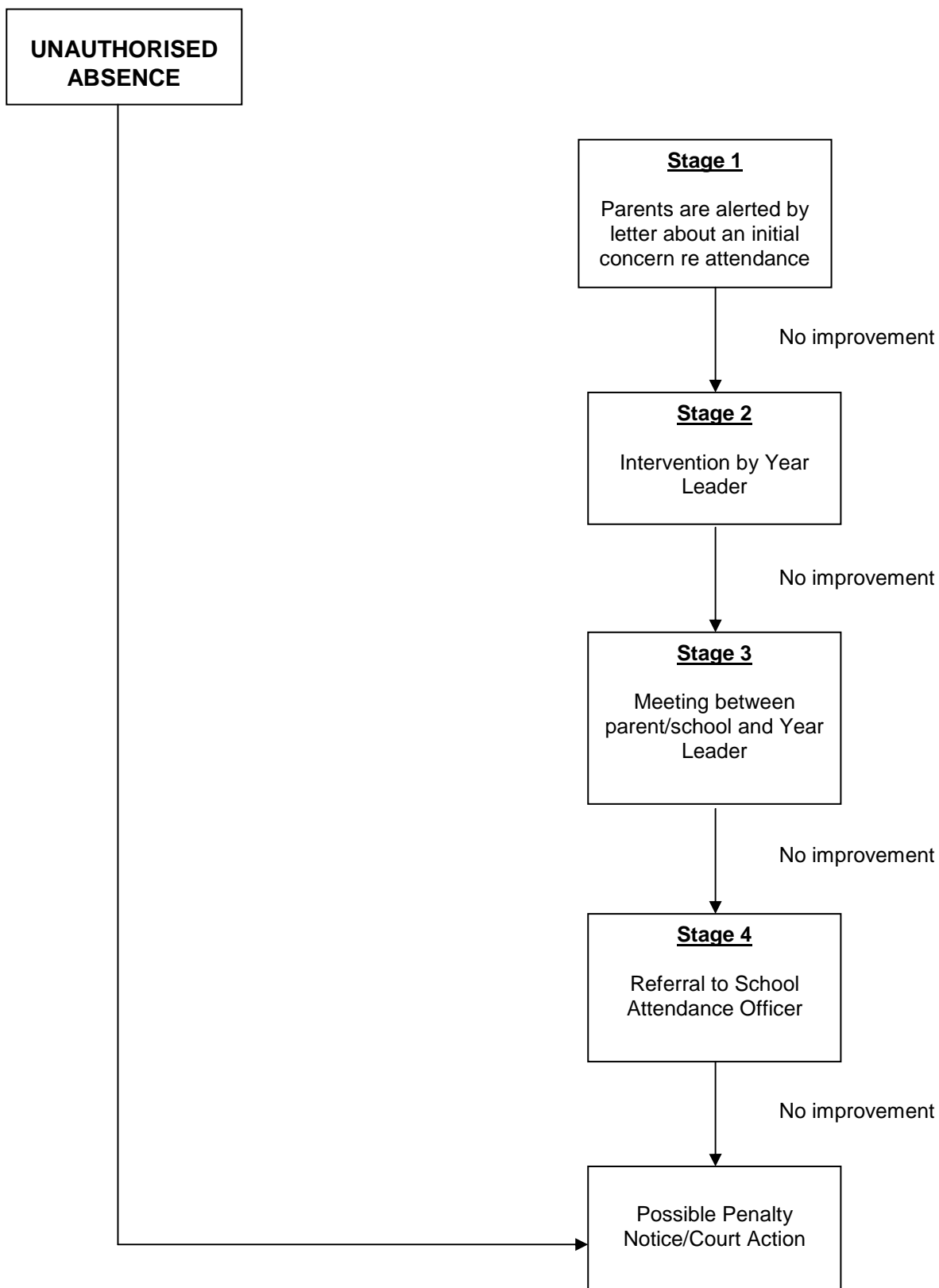
Amendments to the **Education (Pupil Registration) (England) Regulations 2006** remove all references to family holiday and extended leave. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. While it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave, family holidays should only be booked during school holidays.

***Any application should be made using the appropriate form and passed in the first instance to your daughter's Year Leader. A letter outlining whether the application has been successful will be sent to you.***

## WARNING

**Any Leave of Absence that is not authorized is very likely to result in a PENALTY NOTICE from the London Borough of Sutton**

**DEALING WITH POOR ATTENDANCE**



LONDON BOROUGH OF SUTTON

# Penalty Notice Referral Form

SECTION 23 ANTI-SOCIAL BEHAVIOUR ACT 2003

School/Police/BSAO <i>please delete two</i>	Name of Referrer:	Designation:	
Establishment: <i>e.g. school name/police station</i>			
Full Name of Child			
<i>First Name:</i>	<i>Last Name:</i>	Date of Birth:	Ethnicity:
Full Name of Mother	<i>First Name:</i>	<i>Last Name:</i>	
Full Name of Father	<i>First Name:</i>	<i>Last Name:</i>	
Address:		Postcode:	

Periods of absence for which a penalty notice is requested: (show dates)							

Specific reasons for believing a penalty notice is appropriate. It is necessary to include relevant correspondence:

I certify that during the period indicated above, the school was open for .....  
Sessions during which time the named pupil attended for ..... sessions  
..... of the ..... Absences were **unauthorised** by the school

Name: ..... Signature: .....

Position: ..... Date: .....

Return to: **Borough School Attendance Service,  
London Borough of Sutton, The Grove  
Carshalton, Surrey SM5 3AL**