



Appendix B – Leave of Absence Request Form (below)

St. Bart's Academy Trust

Nantwich Primary Academy Leave of Absence Request

Leave of Absence Guidance Notes

- The granting of leave of absence in term time is, by law, a matter for consideration and decision by the Principal. There is no automatic right to any leave in term time. The Principal will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#).
- Parents are asked to consider very carefully the implications for their own child and others before making a decision to remove their child from the education that is provided in Academy term time. Children should only be removed in **exceptional circumstances**.
- Parents wishing the Academy to consider granting leave in term time should read these notes carefully and then complete and send to the Principal the request form below. This form should be sent to the Academy in time for the request to be considered before the desired period of absence. Parents are strongly advised not to finalise any planned absence before receiving the Academy's decision regarding their request. In any event the request form must be received by the Academy **at least four weeks** before the leave in term time requested dates to allow sufficient time for appropriate consideration. Completing this form **does not** mean your request has been approved.
- For medical absence, please attach an appointment card or letter.
- Where requests for a grant of leave in term time are received from only one parent the response letter – agreeing or refusing – will be either addressed to both/all parents where they live at the same address or to each where they do not. This is to ensure, particularly in the case of a refusal, that both or all parents are fully aware of the consequences of ignoring a refusal as the refusal letter clearly states that each parent may receive a penalty notice.
- Should the Academy decide to grant the leave but, the child does not return to the Academy at the time s/he was expected to (i.e. following the expiry of the granted leave in term time period) and, no information is available to the Academy to explain/justify the continuing absence or, make known the whereabouts of the child, the Academy reserves the right to remove your child from the roll of the Academy. Where this happens, please be aware that it may not always be possible to re-admit your child to the Academy.

Penalties for unauthorised absence
First Offence <ul style="list-style-type: none">• The first time a Penalty Notice is issued for Irregular Attendance or leave in Term Time the amount will be £160 per parent, per child when paid within 28 days.• This is reduced to £80 if paid within 21 days.
Second Offence (Within 3 Years) <ul style="list-style-type: none">• The second time a Penalty Notice is issued for Irregular Attendance or leave in Term Time the amount will be £160 per parent, per child when paid within 28 days.
Third Offence (Within 3 years) <ul style="list-style-type: none">• The third time a Penalty Notice is issued for leave in Term Time or irregular attendance, the case may be presented to the Magistrates Court, where fines of up to £2500 per parent, per child can be imposed under Section 444 (1a).• Note: Cases found guilty in Magistrates Court can show on Parents future DBS certificates as a 'Failure to safeguard a child's education'.

- If your leave of absence is either approved and you fail to ensure that your child returns to the Academy by the agreed date **or** your child takes leave when your leave of absence request is not approved, then the absence will be marked as 'unauthorised' on the attendance register.



St. Bart's Multi-Academy Trust

Leave of Absence Request Form



Academy:	Nantwich Primary Academy and Nursery				
Name of Child:			Class:		
Date of Absence(s):	From:		To:		Total number of days:
My child will be accompanied during the leave by: (parent/carer) and (parent/carer)					
For Medical / Dental appointments during the school day:					
Time of Appointment:		Time child to be collected:		Time child will return:	
<i>If you are taking your child out of school for a medical appointment, you will need to provide a copy of the appointment letter/card / text</i>					
The exceptional circumstances and reason for this request are: <i>If necessary, please continue in a separate sheet and attach it to this form.</i>					
I have considered the implications for both my child and others in making this decision.					
Signed:			Date:		

Please return the completed form to the Academy office. The Academy will write to you and inform you of the decision on whether your request is authorised or not. Please do not confirm any holiday booking until you have confirmation of permission for the leave in term time from the Principal.

For Academy use:					
Date request for leave in term time received by the Academy					
Authorised		<input type="checkbox"/>	Unauthorised		<input type="checkbox"/>
Reason absence declined:					
Signed:			Date:		
Notification of decision - Date letter sent to both / all parent(s)					