Brent

UXENDON MANOR PRIMARY SCHOOL

STUDENT LEAVE REQUEST FORM

This form is to be completed by the Parent/Carer and handed to the School Office as soon as possible before the requested leave of absence.

Child's name: ..... Class: ..... Date of Birth: .....

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Address: .....

Reason for Absence*: *(Evidence may be required)*

.....

.....

From: ..... **To:** ..... **Total number of school days:** .....

Leave of Absence (2024)

Parents are strongly discouraged from taking their children out of school for long periods of time. Family holidays or trips abroad **must** be taken in the school holidays. The Headteacher can only authorise absence, in exceptional circumstances. In such cases, parents should submit a 'Leave of Absence Request Form' in advance and only make bookings if leave is granted. Whether to grant leave is at the discretion of the Headteacher. There is no right for a parent to appeal a decision.

In the case of a request for leave of absence for a family emergency, such as the ill health or bereavement of a family member abroad, relevant documentation must be provided upon your return in order to authorise the absence. This documentation includes proof of the date on which the travel was booked for the student and the destination. In addition a copy of relevant certificates to indicate the reason for travel, e.g. flight details and certificates giving evidence of the reason for travel will be required. Once these documents are received the request for authorisation will be considered however this may still be referred to the EWO for a penalty notice.

Please be aware that if you take your child out of school and the leave is not authorised a referral will be made to Brent Education Welfare Service. This may result in you receiving a Formal Warning or an Education Penalty Notice. Education Penalty Notices are issued to both parents for each child taken out school. Fines are £80 if paid within 21 days and £160 if paid within 28 days. Failure to pay the fine may result in parents being prosecuted in court for their child's unauthorised absence.

Name of Parent/s: .....

Telephone: (home)..... **(mobile)** .....

(work) ..... **(other)** .....

Email ..... ***(please supply an email address)***

I agree to abide by Uxendon Manor Primary School Leave of Absence policy.

Signature of Parent/s: ..... **Date** .....

Permission has / has not been granted for Leave of Absence

From ..... **To** ..... **Total number of days authorised** .....

School year ..... **Attendance rate** ..... **Previous leave taken** .....

Additional Comments .....

Signature of Headteacher .....**Date**.....