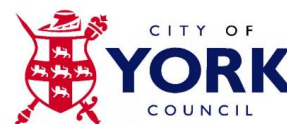


Lord Deramore's Primary School  
REQUEST FOR LEAVE OF ABSENCE



**WHAT THE LAW SAYS:**

All children must attend school during term time. Schools and headteachers are **not** allowed to authorise any requests for leave of absence in term time unless it is for **exceptional** circumstances.

**UNAUTHORISED ABSENCES:**

The school have to **automatically** report the following types of absences as unauthorised:

- All family holidays at any time during the school term
- Visiting relatives, family or friends
- Parental work or study commitments (the University of York actively endorses children's full attendance at school during term time)

**IMPORTANT (updated from Sept. 2024): If your child's absence is 'unauthorised', a fixed penalty notice (fine) of up to £160 per parent/carer may be issued by City of York Council.** Sections 444A and 444B of the Education Act 1996 (the act) empower authorised local authority (LA) officers, schools or the police to issue penalty notices (PNs) in cases of unauthorised absence from school. Please see <https://www.york.gov.uk/SchoolAttendance> for more information.

**EXCEPTIONAL CIRCUMSTANCES in which absences can be authorised include:**

- Attendance at family funerals and ceremonies (normally one day plus one travel day allowed)
- Medical reasons and appointments (evidence may be requested)
- Attendance at extra-curricular events (e.g. involvement in sporting competition)
- Religious worship or commitments (usually one day - as published by religious body)
- Visiting prospective future schools or educational establishments (including for examinations)
- Visiting relatives who may be terminally ill (up to 5 school days if international travel)

**WHAT THE HEADTEACHER WILL DO:**

The headteacher is only allowed to authorise an absence if it falls under the definition of 'exceptional circumstances'. All other absence requests will be recorded as unauthorised on your child's records.

**PLEASE REMEMBER:**

- Pupils in Years 2 and 6 must avoid any absences during the important test dates, which nationally take place in the month of May.
- It is advisable to give 7 days' notice in order for your request to be processed by the school
- International of over two weeks can result in your child being removed from the school roll
- Penalty notices (fines) are issued by City of York Council

**LEAVE OF ABSENCE REQUEST – PARENT/CARER TO COMPLETE**

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

First day of absence: \_\_\_\_\_ Last day: \_\_\_\_\_ No. of school days: \_\_\_\_\_

Reason (write overleaf if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance percentage: \_\_\_\_\_ As of date: \_\_\_\_\_

Authorised  Unauthorised  (Due to reason provided not being 'exceptional')

Signature of Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_