



Leave of Absence Procedures - February 2025

How do I make a request for leave of absence in term time?

**'I can do all things through
Christ who gives me strength'**

As a school we do not permit term time holidays, but if you wish to request any leave of absence for your child then please follow the procedures outlined below.

Each case will be considered on an individual basis.

Parent(s) to make an appointment with Mrs Breckell or Mrs Lees to discuss the Leave of Absence request (at least 10 school days before the absence is due to start, wherever possible).
You will be asked to provide evidence to support the reason for the Leave of Absence request.



The Leave of Absence Form will be issued to parents after the meeting. If you access a Leave of Absence form from elsewhere, you will still need to request a meeting to discuss the leave of absence and to provide evidence (at least 10 days before the absence is due to start).
Please contact the office to arrange this.



Leave of Absence Form to be returned / handed (if from elsewhere) to the school office and a receipt will be issued (please return within 3 school days of meeting). Please note, it is the responsibility of parents to ensure the form is handed to the office and a receipt obtained.



Headteacher to decide if the Leave of Absence will be authorised or unauthorised (within 2 school days of the form being handed in to the school office).
Please note, term time holidays are not permitted.



Letter to be distributed to parent regarding the Headteacher's decision (within 3 working school days of the form being handed in to the school office).
Parents will be expected to collect these from the office and will sign to confirm receipt.



If leave of absence is not authorised but still taken, school will request a Penalty Notice is issued from the Local Authority if the criteria is met.



If time away from school is taken without a Leave of Absence form being completed, school will complete attendance and safeguarding checks (including home visits). School will unauthorise any absence confirmed as leave of absence and will complete a Leave Already Taken (LAT) form.
A penalty notice will be requested from the Local Authority if the criteria is met.

A letter explaining this will be sent to parents' home address via recorded delivery.