



# Dove Bank Primary School

*Putting Children First*



Bagworth Road  
Nailstone  
Warwickshire  
CV13 0QJ

Head of School: Mrs. Andrea Fletcher

Telephone: 01530 262371

Email: [office@dovebank.org.uk](mailto:office@dovebank.org.uk)

## Requests for Leave of Absence

Dear Parent/Carer,

Missing school for any reason is likely to deprive a child of educational opportunities and hamper their progress at school. It is for this reason that non-attendances (however short or infrequent) are treated seriously.

In September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances existed. Instead, headteachers are only allowed to grant leave of absence for any reason if they are satisfied exceptional circumstances exist. 'Exceptional circumstances' include

- Bereavement of a direct/close **family** member
- Medical treatment/advice by a registered medical practitioner
- The school site or part of it, is closed due to an unavoidable cause at a time when pupils are due to attend
- Transport provided by the school or local authority is not available and the pupil's home is not within safe walking distance

A family holiday does not fall under the category of exceptional circumstances and, therefore, will not be authorised.

If you do need to request a leave of absence, please do so in writing by submitting a Leave of Absence Request form at least 4 weeks before the start of the proposed absence. The school will respond to your request in writing within 5 working days.

Both the school and the Local Authority take the issue of school attendance very seriously and parents should be aware that where leave of absence is taken during term time without permission, the absences will be treated and recorded as unauthorised. Parents may be issued with Education Penalty Notice fines of £120 per parent per child (discounted to £60 if paid within 21 days) or, the case could be referred by the Local Authority to the Magistrates' Court for the purposes of criminal prosecution.

Yours sincerely,

Mrs Fletcher

Head of School





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## Application by parent/carer for child's leave of absence from school during term time

Pupil's Name ..... Class .....

I wish to apply for my child to be absent from school during the following dates:

First day of absence ..... Last day of absence .....

Total number of school days missed .....

Reasons for absence from school:

.....  
.....

Name of Parent/Carer making application .....

Home Address .....

.....

Signed ..... Date .....

Please return completed application form to your child's school giving at least 4 weeks' notice of intended absence.

I understand that if this is not agreed then any absence will be treated as unauthorised and could lead to the issue of a Penalty Notice from the Local Authority.

