

Spire Junior School

Jawbones Hill, Derby Road, Chesterfield S40 2EN
Telephone: (01246) 234546

Headteacher: Mrs C Vernon

E-mail headteacher@spire-jun.derbyshire.sch.uk
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Request for Leave of Absence in Exceptional Circumstances

Please note that following government guidelines, we will only authorise Leave of Absence in **exceptional circumstances which does not include holidays**. Please remember that a pupil's achievement in any school is directly linked to attendance. Please complete the following and if possible, return to school at least two weeks before the anticipated start date. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

Name of Pupil:		Date of Birth:	
		Class:	
Address:			
Leave of Absence requested for: (Please state reason)		Leave of Absence requested from:	Leave of Absence requested until:
Name of Parent / Carer:		Date request submitted:	
Do you have a child at Spire Infant and Nursery School?	Yes / No	Do you have a child at Parkside School?	Yes / No
If you share parental responsibility and live apart, does the other parent know that you are requesting Leave of Absence?			Yes / No

National Framework for Penalty Notices

To provide consistency, the Government have introduced a new national framework for when schools and LAs believe that they have exhausted all offers of support and the parent/carer is not engaging with the attempt to improve their child's attendance at school.

The threshold for when a school should consider next steps is 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be made up of any form of unauthorised absence including late after close (attendance code U) of register and odd days of unauthorised absence (attendance code O) which add up to 5 days within a 10-week period.



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At this point the school will consider if it is likely that the attendance will improve with further support. They may then decide to refer the case to the LA for formal monitoring. This may proceed to legal action if the attendance does not improve.

Education Penalty Notices are issued to parents of statutory school age children. They can be issued to each parent or carer who is deemed liable for the child's absence from school. The new costs and process is outlined below:

First Offence - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

Second Offence (within 3 years) - The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

Third Offence and Any Further Offences (within 3 years) - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

Below, please give as much detail as you can as to why you feel you need to take your child out of school in term time. Please provide any evidence you have to support your request. Please note that this request will be considered by our Attendance Panel which consists of the School Headteacher, School Business Manager and Attendance Lead. You will be informed of their decision as soon as possible.

Parent / Carer's Signature:

Date:

For School Use:

Current Attendance Figure:

Leave of Absence: Approved / Denied:



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