



# EXTRAORDINARY LEAVE OF ABSENCE REQUEST

The expectation that students will not take holidays in term time and (therefore not miss school) is a national expectation rather than just the school's. Permission for leave may only be granted under exceptional circumstances. This form must be submitted to Miss Sarah Busby, Headteacher, **prior** to any firm booking or arrangements being made and at least **two weeks** prior to the first day of planned absence.

*Please read the important notes overleaf, and also the Local Authority leaflet which explains Penalty Notices.*

Name of student(s): .....

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Date(s) of Birth: ..... Tutor Group(s): .....

Dates of proposed absence: First day of absence from school: .....

Date student will return to school: .....

Number of school days that will be missed: .....

Reason for request for absence (tick as appropriate; see overleaf for details):

Participation in an educational activity: .....

Family event: .....

Family holiday: .....

Details: (Please provide full details; applications provided without this cannot be considered for authorisation. Circumstances which are notified to St Edmund's School or the Local Authority **after** a decision has been made by the Headteacher will not be considered. Please be certain, therefore, to provide details of the exceptional circumstances relating to your application and attach any supporting evidence.)

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Parent/Carer's Name: Mr / Mrs / Ms..... (please print)

Parent/Carer's Signature: ..... Date: .....

Address: .....

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.....Postcode: .....

Please send completed form to Sarah Busby, Headteacher  
St Edmund's Girls' School, Church Road, Laverstock, Salisbury SP1 1RD  
or hand it in to School Reception.

For completion by School:

Attendance % .....

Total sessions student absent this academic year .....

Total unauthorised absence this year .....

LOA Authorised / Unauthorised

# NOTES

## Types of absences which can be considered:

### 1. **Participation in Educational Activity:**

This would apply for a single day leave of absence for participation in events such as a university visit, an important sporting commitment or a musical performance. These types of requests will usually be granted permission but where possible please attach proof such as a letter from an event organiser.

If a request for absence is not approved and leave is taken regardless, then the absence will be recorded as unauthorised absence from school using the DfE's "O" Code:  
"O: Unauthorised Absence."

### 2. **Family Event:**

This would apply for a single day leave of absence for a family event such as a wedding, christening or funeral. The school's expectation is that for family events such as these, only a single day of leave will be granted; if, however, additional travelling time is needed then please explain this on the absence form. We understand that in the case of funerals it may not be possible to give a great deal of notice, however please submit the form as early as possible.

### 3. **Family Holidays during term time:**

In considering whether or not to authorise a request for extraordinary leave of absence for holiday during term time, the school will look at each individual case and only grant authorisation in the following cases:

- Exceptional compassionate circumstances for example, bereavement or terminal illness within the family.
- or
- Exceptional circumstances related to employment. This would require a letter from the employer as proof.

If these criteria are not met then the school will not authorise the term time leave. If the holiday is taken regardless then the absence will be recorded as unauthorised absence from school using the DfE's "G" Code:

"G: Family holiday not agreed or days in excess of agreement."

## **Should you have any queries, please discuss them in the first instance with your daughter's Head of House:**

Marie Curie:	Mrs E Jeffries	<a href="mailto:ejeffries@st-edmunds.eu">ejeffries@st-edmunds.eu</a>
Helen Keller:	Mrs C Webb	<a href="mailto:cwebb@st-edmunds.eu">cwebb@st-edmunds.eu</a>
Anne Frank:	Mrs S Hayakawa	<a href="mailto:shayakawa@st-edmunds.eu">shayakawa@st-edmunds.eu</a>
Florence Nightingale:	Mr L Passmore	<a href="mailto:lpassmore@st-edmunds.eu">lpassmore@st-edmunds.eu</a>
Elizabeth Garrett:	Mrs K Kantolinna	<a href="mailto:kkantolinna@st-edmunds.eu">kkantolinna@st-edmunds.eu</a>
Rosa Parks:	Mr N Martin	<a href="mailto:nmartin@st-edmunds.eu">nmartin@st-edmunds.eu</a>

### Penalty Notices

Where unauthorised holiday absence amounts to 10 sessions (5 school days) or more within the previous six months of the current academic year, schools are required to inform the Education Welfare Service. The six months include all unauthorised holiday absence up to and including the day the Education Welfare Service is notified.

The Local Authority then issues a Penalty Notice to each parent for each child.

Amendments to the 2007 Regulations in the Education (Penalty Notices) (England) (Amendment) Regulations 2013 came into force on 1st September 2013: timescales for paying a penalty notice have been reduced and each parent must now pay £60 per child within 21 days or £120 within 28 days.

This means, for example, that the minimum cost of taking two children out of school for a holiday of 5 days or more would be £120 for *each* parent, making a total cost for the family of £240.

Full details of the Code of Conduct can be found at:

<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/parentadvice/studentbehaviour/truancy/educationwelfareservicepenaltynotice.htm>

Please read the booklet provided which also gives further information.