Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons), PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051
Fax: 020 8503 3349
enquiries@highamsparkschool.co.uk
www.highamsparkschool.co.uk

Exceptional Leave of Absence Request (From September 2013)

'The Education (Student Registration) (England) Regulations 2006 used to allow Headteachers to grant a leave of absence for the purpose of a family holiday during term time in "special circumstances" only. Amendments to the regulations which come into effect on 1st September 2013 make it clear that the Headteacher may not grant any leave of absence during term time unless there are "exceptional circumstances". Family holiday requests will not normally meet the threshold of an “exceptional circumstance” and as such will not be authorised.

A further amendment which may affect you if your child takes leave of absence in term time is the change to The Education (Penalty Notices) (England) (Amendment) Regulations 2013. As you may be aware, Penalty Notices can be issued when a leave of absence in term time is taken. This is a fine that can be issued to each parent for each child. Amendments to these regulations will reduce the timescales for paying a Penalty Notice. Parents must from September 2013 pay £60 within 21 days or £120 within 28 days.'

Name of Student(s):	Date(s) Of Birth:	Form(s):

Home Address and Contact Details:

I am requesting authorised leave of absence for the above child(ren) because of the following ‘exceptional circumstance’ and will ensure no ‘bookings’ are made until I am in receipt of a response.
Reason: (please continue on reverse if required)

Date of first day of absence _____ Date of last day of absence_____

I understand that unless deemed an “exceptional circumstance” authorisation will not be given. Any absence without authorisation will be recorded in the register as “unauthorised absence” and the Educational Welfare officer will be informed and further action up to an including court action may be taken.
I am aware that in some circumstances, if my child does not return to school immediately after an authorised absence, the school has the right to delete the students name from the school roll and that he/she would then not have a place in this school.

Signature of Parent:	Date:

APPROVED/NOT APPROVED Signature of Head teacher:	Date:

Other Notes or Actions