



REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL

This form is to be completed and forwarded to **Miss Sarah Cheeseman, Assistant Headteacher.**

*(Please note a **minimum notice of fifteen school days** is required otherwise requests may well be declined.)*

Term Time Holidays

Following a change in the law in September 2013, schools can no longer authorise any leave during term unless it is for 'exceptional circumstances'. Any application for 'leave of absence' must be made at least 15 school days **before** the holiday commences and the decision to authorise such an absence remains entirely with the school and is not a right.

Maiden Erlegh Chiltern Edge does not expect any parents to request leave of absence for students to take a family holiday during the school term unless there are **exceptional circumstances.**

If parents remove students from school for long visits overseas, the school may seek to remove the student concerned from the roll of the school, in consultation with the Oxfordshire County Attendance Officer.

Retrospective requests for leave of absence will not be granted and the absence will be recorded as unauthorised.

Please note:

- Any requests received for absences that are scheduled to take place during any school or public examination period or during a controlled assessment will be declined.
- The local authority may choose to issue a fixed penalty notice to any parent who opts to take their child out of school for 3 or more days during term time without consent from the school. The initial fine is currently £80 per child if paid within 21 days, which is doubled to £160 if paid between day 21 and 28. Any further non-payment will result in court proceedings.
- Previous excellent attendance does not necessarily entitle a student the right to a leave of absence

