



**FAIRFIELD HIGH SCHOOL  
REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME**

Child's name: ..... Tutor Group: .....

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I am requesting permission for my child(ren) to be absent from school for the period:

..... to ..... (inclusive)

Please indicate the reasons for this absence. If this is for a holiday, please indicate why this holiday could not take place in the course of the normal holiday pattern (please see the attached – guide for parents before writing your reasons)

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.....

**Signed**..... **Parent/Carer**

**Date**.....

Please return to reception by hand, email to [LThompson@fairfield.excalibur.org.uk](mailto:LThompson@fairfield.excalibur.org.uk) or post addressed to **Ms L Thompson**.

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**for office use only.**

**FAO: LTH**

THIS ABSENCE REQUEST IS:       **Authorised**       **Not Authorised**

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Absence Dates Requested \_\_\_\_\_

Signed \_\_\_\_\_ Principal (or SLT on behalf of the Principal)

Date \_\_\_\_\_

Comments

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## FAIRFIELD HIGH SCHOOL ABSENCE REQUESTS – A GUIDE FOR PARENTS

Fairfield High School will consider every application individually; policy is NOT to grant leave of absence other than in the most exceptional circumstances as judged by the Principal.

### 1. Applications

An application must be made in writing **two weeks** in advance, with **appropriate evidence**, in advance of any intended absence by the parent/carer with whom the student normally resides. **If you are the child's parent but you do not normally live with the child you must seek the consent of the parent/carer with whom the child lives and that person should make the request.** Fairfield High School will respond to all requests for a leave of absence in writing either by email or letter.

Requests for absence for the following reasons will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods;
- overlap with beginning or end of term; and
- during periods of national tests ie: GCSE examinations.

### 2. Extended Periods of Absence

In considering absence for extended trips overseas Fairfield High School may take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school;
- the reasons for wishing to make a visit is more difficult, where huge distances and high costs are involved.
- whether or not the parent/carer has taken appropriate steps to minimise the impact of the absence on the school term.

Please note that the list above is not exhaustive and **does not** represent a list of reasons why leave may be authorised.

Whether the extended leave of absence is granted or not there will be an expectation that the student undertakes some school-set work during this period. It is the student's responsibility to collect appropriate work to complete.

### 3. Safeguarding and Extended Leave

For any request for extended absence parents/carers will be invited to a pre-absence meeting to discuss our duty to safeguard students who are leaving the country for extended periods of time.

### 4. Penalty Notices and Prosecution

Parents/Carers have a legal responsibility to ensure that their child(ren) attend school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 (amended regulations 2013) to fail to secure regular attendance of a registered pupil at the academy. A **Penalty Notice** may be requested if a student has a high number of unauthorised absences within an academic year. In cases where a penalty notice has been issued previously and/or there is a persistent failure to secure good attendance, we may request that the Local Authority supports us in a **criminal prosecution of the parents.**