



Pupil Leave Request Form

Pupil Name:

Class:

Date of requested absence	
Period in Working Days	
Reason	

Signed by Parent Date

.....

For Office Use Only

I Authorise/Do not authorise days of leave for the above pupil.

Signed by Principal..... Date

AUTHORISED/UNAUTHORISED ABSENCE

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the school using sanctions and/or legal proceedings. Elstow School will decide on how an absence is to be recorded in accordance with the latest guidance from the DfE.

Absence can be authorised if;

- The pupil was absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or proprietor of the school')
- The pupil was ill or prevented from attending by any unavoidable cause (including the latest guidance on attendance due to Coronavirus).
- The absence occurred on a day exclusively set aside for religious observance by the religious body to which the pupil's parents belong
- The pupil is the child of Traveller parents and the conditions as stated in the Education Act 1996 Section 444(6) are met.
- There is a family bereavement.
- The pupil is attending an interview with a prospective school.
- The pupil is excluded
- The school at which the child is a registered pupil is not within walking distance of the child's home and no suitable arrangements have been made by the Local Authority for any of the following; The child's transport to and from school Enabling the child to become a registered pupil at a school nearer to his/her home Absence will be unauthorised if:
- A holiday is taken during term time
- No explanation for absence has been given either through phone, email to enquiries@elstowschool.co.uk or a class dojo message to Mrs Johnson, the school's attendance office.
- The school is cannot accept the explanation as a reason for absence – eg a birthday or family celebration
- The Local Authority is in the process of undertaking statutory action for non school attendance

HOLIDAYS IN TERM TIME

Parents/carers are urged strongly to avoid taking family holidays during term time. Indeed parents do not have the right to take their child out of school for such a holiday. Elstow School cannot authorise any holiday taken during term time. If a child is taken out of school for this reason or an unsatisfactory reason is provided for their absence parents or carers may be issued with a penalty notice fine following the procedures as outlined by Bedford Borough. In all cases the Principal will communicate in a timely way with the parent or carers and the local authority to ensure unauthorised holiday is not taken.