

REQUEST for LEAVE OF ABSENCE from THE WARRINER SCHOOL

To: The Headteacher

I request leave of absence be granted to:

_____ (name) _____ (tutor group)

From _____ to _____ (dates)

Please give the reason for requesting exceptional leave, during term time:

Name of parent/guardian _____ Title: _____

Date: _____

Signature: _____

On the reverse, please find the letter dated 10th October from our school website.

FOR SCHOOL USE ONLY

Leave –GRANTED/REFUSED _____ (Head of Year)

*Reply sent: _____

The Warriner School

Responsible - Respectful – Ready

A member of The Warriner Multi
Academy Trust

Executive Headteacher: Dr Annabel Kay



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10th October 2019

Dear Parent, Carer or Guardian,

The Warriner School is committed to ensuring that your child receives the best possible education to best prepare them for the next stage of their life. Each school day is carefully planned and each lesson informs a wider programme of learning. Therefore, every lesson really does count. Your child is a valued member of our school community and every day missed is a day lost without them.

The vast majority of our students have excellent levels of attendance and I thank you for your continued support.

Oxfordshire County Council have revised the method of issuing fixed penalty notices for those Parents/Carers/Guardians with students given unauthorised absences.

I am therefore writing to you to ensure that you and all parents are aware of action that may be taken for Unauthorised Holiday in term time during the academic year when a request for leave due to exceptional circumstances is declined.

Under the education related provisions of the Anti-Social Behaviour Act 2003, Local Authorities and the police, have the duty to issue penalty fines to parents or carers of children who are absent from school for the purpose of family holidays during term time without authorisation from the Headteacher.

Where a request has not been made and a pupil is absent from school, the school must challenge parents/carers Guardians and record the absence as unauthorised accordingly.

In accordance with the School Attendance Policy, if permission is not given by me for Exceptional Leave the following action may be taken.

A referral will be made to the County Attendance Team to investigate the absence further and you may be liable for a penalty notice. This is a fine of £60 per Parent/Carer/ Guardian paid to the local authority for each child absent from school. The issuing of such a notice gives you the opportunity to pay a penalty fine instead of being prosecuted for an offence under Section 444 of the 1996 Education Act.

I would ask that all Parents/Carers/Guardians consider any request for leave very carefully and work with us to promote full attendance and access to education.

Please receive this letter as a positive approach which seeks to avoid the necessity for this action. I very much look forward to seeing you at future school events planned during the exciting year ahead.

Yours sincerely

Mike Lowdell
Head of School



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