



KOINONIA FEDERATION LEAVE OF ABSENCE REQUEST FORM

The school discourage ANY absence during term time. Any time taken by children away from school will have a negative impact on their learning and progress as lessons and topics cannot be repeated. For this reason, ANY absence will be recorded by the school as unauthorised, unless authorised by the Headteacher/Co-Heads of School as an exceptional circumstance.

Child/Children's name (s)		
Child/Children's Year Group(s)		
Child/Children's Campus(s)		
Reason for absence (please give as much details as possible)		
Dates	First day of absence	Last day of absence
Address while absent		
Emergency contact whilst absent	Name	Phone number
Relationship to child/children		
Parent name: Parent Signature: Date:		

OFFICE USE ONLY

Child/children(s) % attendance		
Headteacher/Co-Head of School Name Headteacher/Co-Head of School Signature		
Decision	Authorised	Unauthorised
Date parent informed by the school office		



Leave of Absence

Whenever a parent/carer wants to take their child out of school for what they consider is an exceptional circumstance, they must advise the Headteacher/Co-Heads of School of the date(s) and time and request a 'Leave of Absence'.

Leave of Absence, that the Headteacher/Co-Heads of School may authorise as an exceptional circumstance include (but not limited to);

- an appointment that cannot be made outside of school time
- an emergency
- an unavoidable cause

Any evidence to support the necessity of absence, should be provided to the school, alongside the Leave of Absence Request Form.

Holidays taken in term time are 'not deemed exceptional circumstances' and will 'not be authorised'.

There is no automatic entitlement in law to have time off of school, to go on holiday/an overseas trip.

The time lost from education means that children miss vital parts of their learning and are then at risk of falling behind with their studies and peers. This for some children, can have a huge impact on their ability to catch up and attain to the best of their academic ability.

If as a parent/carer, you choose to take your child out of school, during term time, for a holiday, please complete the Leave of Absence Request Form, together with proof of travel and provide it to the school office for the attention of the Headteacher/Co-Heads of School.

Whilst, the leave of absence will not be authorised, school representatives will be aware of the reason for your child's absence and safeguarding procedures may not be initiated.

Please note;

The Federation Attendance Policy, clearly states that holidays taken during term time are not permitted and clarifies the actions the Head teacher will take in line with legislation, (which determines the Federation's policy).

The Law Relating to Attendance:

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable: -

a. To age, ability and aptitude

b. To any special educational needs, they may have either by regular attendance to school or otherwise.

Ensuring your child's regular attendance at school is your legal and parental responsibility. Permitting absence from school without good reason is an offence in law and may result in a Penalty Notice being issued under the Education (Penalty Notices) (England) (Amendment) Regulations 2024 or Legal intervention/prosecution under (Section 444 of the Education Act 1996)