



PINNER PARK JUNIOR SCHOOL  
Melbourne Avenue, Pinner, Middlesex, HA5 5TJ

**REQUEST FOR LEAVE FROM SCHOOL**

Please fill in the form below to request leave from school. Leave will be authorised for a limited number of circumstances, for example, medical treatment, hospital appointments or exceptional family circumstances. All absences, and the reasons, are marked on your child's attendance record.

Government regulations state that children should not be taken out of school for holidays, therefore **holiday absence will not be authorised.**

The Local Authority, under the guidance of SACRE, allows up to three days authorised absence for religious observance.

If you feel there are exceptional circumstances surrounding a request for absence, please make an appointment to see the Headteacher.

Where absence has been authorised, if, *for any reason*, the child is not back in school on the date given and agreed with the school, please contact the school **immediately** or your child's place within school may be at risk meaning you would have to reapply for a school place.

*Please see over for Harrow Local Authority's Legal Enforcement guidance.*

✂-----

Child's Name ..... Class .....

Reason for request for leave from school .....

.....

Number of school days requested

Date of first day of leave ..... Date back in school .....

**I understand that I must inform the school if my child will not be back in school by this date, otherwise he/she may be taken off the school roll.**

Requested by: .....  
*Parent / Guardian* *Date*

Authorised by: .....  
*Headteacher* *Date*

Days authorised  Days unauthorised

*Headteacher's Comments*

## **Legal Enforcement by Harrow Local Authority**

As part of promoting good attendance and punctuality Harrow Local Authority will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute parents who fail to comply with a school attendance order (Section 443 of the Education Act 1996) or failure to ensure their child's regular attendance at school (Section 444 of the Education Act 1996).

In addition, the Local Authority will impose Penalty Notices as an alternative to prosecution on parents for unauthorised absence and may also be issued where parents allow their children to be present in a public place during school hours without reasonable justification.

The Education (Penalty Notices) Regulations 2007 sets out the details of how the penalty notice scheme must operate. Harrow Code of Conduct for issuing penalty notices will be made available for schools, parents/carers and other interested parties.

Harrow Council will also be conducting Pre Court Panel meetings in accordance with the Police and Criminal Evidence (PACE) Act 1984.

The Harrow Attendance Guidance and Resources (pack) provides a clear outline of the process for escalating cases for legal action which is called Attendance Intervention Model (AIM).