DfE Statutory Guidance for Requests for Leave of Absence

Tanbridge House School

Parents/carers must state why they consider it essential for them to take their child out of school as absence from learning has been proven to adversely impact upon a student's academic progress.

Schools cannot authorise absence except in unavoidable and exceptional circumstances. Examples of this would be:

- Funeral.
- Religious observation on days **officially** set apart by the religious body to which the parents/student belong.
- Compassionate leave – specific reasons to be advised to the school.
- Close family weddings e.g. parents/siblings.
- Music / dance exams.
- Educational / Interview visits to other schools.

Unacceptable reasons for absence will be classed as unauthorised.

There is no legal entitlement to holidays during term time. Holiday during term time will automatically be classed as unauthorised absence and after 10 sessions/5 days, a Fixed Penalty Notice (FPN) may be issued.

Fixed Penalty Notices (FPN) can be issued **per parent**, **per child** for a 10 session (2 sessions = 1 day) unauthorised holiday.

Only 2 Fixed Penalty Notices (FPN) can be issued to the same parent in respect of the same child within a 3-year rolling period and any second Fixed Penalty Notice (FPN) within that period is charged at a higher rate:

• The first Fixed Penalty Notice (FPN) issued to a parent in respect of a particular pupil, will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.

• A second Fixed Penalty Notice (FPN) issued to the same parent in respect of the same pupil, is charged at a flat rate of £160 if paid within 28 days. There is no reduction for paying early.

• Rather than a third Fixed Penalty Notice (FPN) being issued, alternative action is likely to be taken, to the same parent for the same child within 3 years of the first Fixed Penalty Notice (FPN). This will often include considering prosecution but may include other actions such as one of the other attendance legal interventions e.g. an Education Supervision Order.

For further information, please refer to *DfE Working Together to Improve School Attendance*

Please return this form **at least 10 school days** prior to the desired period of absence to allow us to review your request appropriately.

Absences will only be authorised if requested **in advance of the dates** your child will be absent from school AND if the circumstances of the absence are unavoidable / exceptional.

Providing the necessary information helps to support the process. In some cases, this may take longer to process.

Absence not authorised by the school will be recorded as unauthorised. You will be notified of the decision by email. There may be a delay in our email if not enough notice has been given, if we need to request evidence or further documentation, or during busy periods.

Updated March 2026

Tanbridge House School Absence Request Form

Tanbridge House School

Name of Student:		**Tutor Group:**	
First Day of Absence:		**Last Day of Absence:**	
By signing this form, I confirm that all persons with "Parental Responsibility" are aware and in agreement and that I have read the 'DfE Guidance for Requests for Leave of Absence'.			
Name of person making Request:		**Relationship to Child:**	
Signature: (not typed)		**Date:**	

I understand that I must ensure my child attends school regularly and that failing to do so is a Criminal Offence which may result in Legal Proceedings being taken against me, either through a Fixed Penalty Notice or by Prosecution in the Magistrates Court.

Reason for seeking absence during school time (please tick one box):	**Please √ 1 box**	**Evidence Provided**
Funeral – please specify relationship to student.		
Religious Observation (1 day) – please give details of religion and type of observation.		
Compassionate Leave – please give specific details		
Close Family Wedding – e.g. parents/siblings. Please specify family member & relationship to student.		
Sports Event – please provide evidence that states the student has been selected to take part. Timings on their own is not sufficient.		
Music / Dance Exam – please give details and provide evidence.		
Educational visit to another school – please specify the school/college & timings with evidence to support. This should be limited to a maximum of 2 visits.		
Family Holiday - please give as many specific details as possible. Please see previous info re Fixed Penalty Notices (FPN)		
Exceptional Leave of Absence – please give as many specific details as possible.		

Reasons for seeking absence during school time / Why is this absence unavoidable / exceptional?
Please continue on a separate sheet if needed.

ATTENDANCE USE ONLY

Current Attendance %:	*Total No of Days Requested:*	*No. of Holiday requests*
Days Authorised:	*Days Unauthorised:*	☐ *1st Request*
Approved:	*Not Approved:*	☐ *2nd Request*
Signature:	*Date:*	☐ *3rd Request*
Have we received sufficient documentation to consider the request? ☐ *Yes* ☐ *No*		

Updated March 2026