



Orchard Community Primary School

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11th November 2024

Important Information for Parents/Carers re: New - Leave of Absence Form

Dear parents/carers,

You will be aware from previous correspondence, that pupil registration regulations only allow Headteachers to authorise leave of absence (for any purpose) in exceptional circumstances.

To enable us to process requests more efficiently, parents/carers wishing to apply for a leave of absence should now submit a formal application to school. Please read the following information, which explains the process:

- The 'Application for Leave of Absence' form is available on the attendance page of the school website. (This can be located under the Key Information Tab.) If you are unable to complete the form online, then a paper copy is available on request from the school office. The form should be downloaded and completed, then emailed to school@orchard.leics.sch.uk along with any supporting evidence.
- The form MUST be completed by the resident parent(s)/carer(s) before requests will be considered.
- Requests for Leave of Absence should ideally be made at least 3 weeks in advance and before any arrangements are confirmed or money committed.
- Completed forms should be submitted directly to school office staff if they are in paper form; online forms will be sent automatically to the office.
- Consent for term time leave will not be granted without full description of special circumstances. If the request is for a holiday, please indicate why the holiday could not be taken in the course of the normal holiday pattern.
- The school *may* request further evidence to support any leave of absence application – please make sure this is provided with your application. Examples may include: a letter from your employer to evidence a term time holiday request being denied; wedding invitation.
- Each case will be considered individually and on its own merits.
- If the exceptional circumstances are agreed, the Head Teacher will determine the length of the absence to be authorised.
- Once your form has been submitted, this will be processed and you will receive confirmation of the decision via email within a week. (Please note that the response will now be a standard reply that will fall within four categories: fully authorised; partly authorised; not able to be authorised but no further action will be taken; not authorised and a penalty notice will need to be issued.)

If you wish to report an absence for your child (i.e. illness/medical appointments), please continue to do so by phoning or emailing the school office directly.

Yours sincerely

Fiona Shields - Headteacher

