



RIDGEWOOD SCHOOL

LEAVE OF ABSENCE NOTIFICATION FORM 2025-2026

(Please read the notes overleaf before completing this form)

The Education (Student Registration) (England) Regulations 2006 (Amended September 2024) state that Headteacher's may not grant any leave of absence during term-time unless there are exceptional circumstances.

Student(s) Name and form (in full):				Date(s) of Birth:	
Current Attendance (for office use only)					
Address:					
Parent/Carer Details					
Parent 1 Name (inc title):				Date of Birth:	
Relationship to Student:					
Address (inc Post Code):					
Parent 2 Name (inc title):				Date of Birth:	
Relationship to Student:					
Address (inc Post Code):					
Siblings attending other schools:	Name		School Attending:		
	Name		School Attending:		
Reason for the Request:					
First Day of Leave:				Last Day of Leave:	
Date to return to School:					
Adult accompanying Student:					
Signature of Parent/Carer:				Date:	
For office use only: Date received		SIMs?	Yes No	Tracker?	Yes No
Number of school days:		EPN?	Yes No	EPN Ref No:	

Notes for Parents

Please complete the Form overleaf and return it to the Headteacher for any application for leave of absence for the Academic year commencing 5th September 2025 – 24th July 2026. The decision will be based on the [Education \(Pupil Registration England\) Regulations 2006 \(Amended September 2024\)](#). Headteachers should determine the number of School days a child can be away from School **IF** leave is granted and may make the decision following advice from the Local Authority.

Any absence which does not meet the criteria of being '**an exceptional circumstance**' will be marked as unauthorised absence and as such you may be at risk of receiving a Fixed Penalty Notice. Please be aware that **BOTH** parents are at risk of receiving a Fixed Penalty Notice for **EACH** child of the family with a period of unauthorised absence from school in line with **Section 23 of the Anti-Social Behaviour Act 2003**.

*If a Fixed Penalty Notice is issued the penalty is **£80 per Parent per Child** when the payment is made within **21 days**. If payment is made after **21 days** but within **28 days** this will increase to **£160 per Parent per Child**. Failure to pay within **28 days** will result in a summons to appear before the Magistrates Court on the grounds that you have failed to secure your child's regular attendance at School. If the case progresses to Court you may receive a Fine of up to **£1000**.*

The 2013 change to Legislation states that it is really important that every child attends school for as many of the 380 half day sessions of the school year as possible. It is the responsibility of Parents to ensure that their Children do not take unnecessary time off school.

Any absence taken during term-time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or GCSEs will also disrupt revision and omit the reassurance that school staff can provide during the preparation period.

Absence taken during years 6,7,10 and 11 and at the beginning of the academic year can also have a negative impact on transition and assessments.

Application for Leave of Absence 2025 – 2026