

ARCHBISHOP TEMPLE SCHOOL

APPLICATION FOR LEAVE OF ABSENCE



*Archbishop Temple School
St. Vincent's Road
Fulwood, Preston, PR2 8RA
Tel: (01772) 717782
www.archbishoptemple.com*

Name of Child

Form

I WISH TO APPLY FOR LEAVE OF ABSENCE FROM SCHOOL

From

To

REASON FOR ABSENCE

.....

.....

.....

.....

.....

.....

Signature (Parent/Carer) Date

Address

.....

.....

Tel

**FOR ABSENCE OF MORE THAN ONE DAY
PLEASE CONTACT THE SCHOOL TO ARRANGE
AN APPOINTMENT WITH THE HEADTEACHER**

ARCHBISHOP TEMPLE SCHOOL

APPLICATION FOR LEAVE OF ABSENCE

The following procedures are based upon the law enshrined in:

- Education (Pupil's Attendance Records) Regulations 1991
- Education (Pupil Registration) Regulations 1995
- Education (Pupil Registration) Regulations 2006
- Advice on school attendance 2013 (*contains amendments to the 2006 Regulations*)

As of 1st September 2013 Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.

GUIDELINES TO PARENTS

- A request for leave of absence in term time is **not** guaranteed automatically. It will be a rare irregular occurrence only allowed in exceptional circumstances.
- Leave is discretionary. It is not an entitlement. Authorisation is granted only by the Head, not by the parents.
- Requests should be made on this form before any holiday booking is made. Holidays cannot be authorised retrospectively.
- In the following circumstances leave will not be authorised:
 - the pupil's attendance over the year is less than 96%;
 - there is a school examination during the period of leave;
 - there are public examinations or coursework deadlines immediately after or during the proposed leave;
 - the student has a serious deficit of work to catch-up owing to recent long illnesses or serious underachievement.
 - if a pupil has just started at school.
- Please note unauthorised absence is shown on reports and ultimately on school references. It hinders employment prospects.