BURSCOUGH PRIORY ACADEMY
Endeavour Learning Trust

APPLICATION FOR LEAVE OF ABSENCE

It is a legal requirement for parents to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave during term time. Parents **do not** have an automatic right to take their children out of school during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it to school for consideration before booking and well in advance of the proposed leave. Please supply all reasons for requesting the leave at this stage.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.** By definition, exceptional circumstances should not occur regularly. Therefore, it is not expected that leave will be requested on an annual basis.

Please note: Changes in Government Law mean that Headteachers are unable to authorise any absence for holidays whatsoever.

If there are further questions about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that will be taken into account by school when considering a request for leave.

PARENTS SECTION   **(**Please attach additional sheets if necessary)

Name of child	Date of birth	Year/Reg Group	Attendance	Any sibling also applying for leave
				Y/N

I/we make this application for my/our child to have leave of absence for the reason stated. I/we understand that by taking, my/our child out of school during term time I/we could be issued with a Penalty Notice fine or a summons for irregular school attendance.

Name/Address of parents/carers	Relationship to child	Contact number	Parent/carer date of birth	Parent/carer signature

Please **state all reasons at this stage** why leave <u>must</u> be taken during term time instead of during school holiday periods:

Number of days absent from school		Departure date		Return date (Due back in school)	

Emergency UK Contact name and telephone Number		Other emergency contact details, if leave is outside the UK	

Employer Details

If you are stating work commitments as a reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Manager & Company Name	
Address	
Telephone	

Parent/carer's signature: **Date of Application:**

FACTORS FOR CONSIDERATION:

Students attend school for a maximum of 190 days each academic year and achieve a minimum attendance of 98% throughout the school year. Full attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time hinders academic progress. The following factors should be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Is his/her attendance a cause for concern?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Is his/her attendance already below 98% or a previously agreed target?
- Does he/she have any absences which have been recorded as unauthorised this year?

SCHOOL SECTION:

Student Name: **Reg:**

Date request received:					
Number of days requested:		Authorised	Y/N	Penalty Notice to be requested:	Y/N
Reason for decision:					
Parents informed of decision in writing:	Parent(s) informed of potential Consequences of taking unauthorised leave Parent(s) informed of potential consequences of failure to return on due date?				
Headteacher signature:				Date:	
Outcome:					

Additional Information: