

## **APPLICATION FOR ABSENCE FROM SCHOOL:**

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave 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. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

There are many reports that parents (and travel companies) think they can simply decide to pay the penalty notice as a cheaper alternative to a more expensive holiday in school holiday periods. Please be aware that a Penalty Notice is very likely to be issued and that a subsequent leave of absence without authorisation could be seen by the court as an "aggravated offence" and therefore could incur a prosecution resulting in a higher level of court disposal.

To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Evidence must be provided to demonstrate that this is an exceptional circumstance. All available evidence must be submitted at this point. Any evidence provided at a later date may not be considered. Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. By definition, exceptional trips should not occur regularly.

Where the school have concerns 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 may be taken into account by school when considering a request for leave.

**PARENTS' SECTION**

(Please attach additional sheets if necessary)

Surname of child: \_\_\_\_\_

First Name of child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year Group: \_\_\_\_\_

Surname of parent/carer: \_\_\_\_\_

First name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Are there any siblings applying for leave? \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Please state why leave must be taken during term time instead of during school holiday periods (which amount to 13 weeks per year)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of absence :  
(number of days in school) \_\_\_\_\_

Destination: \_\_\_\_\_

Date of departure: \_\_\_\_\_

Date due back in school: \_\_\_\_\_

Emergency UK telephone contact name

and number:

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Other emergency contact details,  
if leave is outside the UK:

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**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.**

Name:

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Address:

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Telephone:

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**Parent/carer's signature:**

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**Date of Application:**

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## **FACTORS FOR CONSIDERATION**

Pupils attend school for a maximum of 190 days each academic year. Regular 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?
- Will he/she miss any national tests or examinations?
- Is his/her attendance already below 95% or a previously agreed target?
- Is the proposed absence during the month of September or any other transition period?
- 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)?
- Does he/she have any absences which have been recorded as unauthorised this year?

**SCHOOL SECTION:**

Date application received: \_\_\_\_\_

Pupil's % Attendance: \_\_\_\_\_

Date of meeting with parent(s):  
(if applicable) \_\_\_\_\_

SIMS/STAR ethnicity code: \_\_\_\_\_

Gender of child: **Male / Female**

Leave request approved? **Yes / No**

About the request (Please circle):

Parent(s) informed of potential consequences  
of taking unauthorised leave: **Yes / No**

Is leave in excess of 10 days? **Yes / No**

Parent(s) informed of potential consequences  
of failure to return on due date? **Yes / No**

Reason(s) for decision:

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Number of previous applications granted:

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Headteacher's signature:

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Date:

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