

**APPLICATION FOR LEAVE OF ABSENCE FROM SCHOOL
 DURING TERM TIME IN EXCEPTIONAL CIRCUMSTANCES**

Full name of Student:	Year/Form:
Address:	
Leave requested from: _____ to: _____ <small>(please include dates and time)</small>	
Total number of school days: _____	
Reason for Application:	

Please explain why you are applying for an authorised absence and the circumstances, which make your application exceptional and therefore the leave cannot be taken within the normal 13 weeks holiday your child has from school. If you are requesting authorisation to attend a specific event please confirm the date of the event and explain your travel arrangements. Please provide evidence where possible to support your application.	
Have you previously had leave of absence during term time? YES/NO	
If YES, please give dates:	
I/We have read the information on the reverse of this application and would like to formally request the leave of absence as shown.	
Print Name of parent(s)/carer(s) _____	
Signature of parent(s)/carer(s) _____ Date _____	
Head teachers comply with the 2013 amendment to the Education (Pupil Registration) (England) (2006) Regulations 2013 which means that they cannot authorise a leave of absence from school unless it is exceptional; every case should be treated on an individual basis and with due consideration of the circumstances. Ultimately, it is the Head teacher of the school who decides if a period of leave during term time should be authorised or not.	
For school use only:	
<input type="checkbox"/> Leave of absence is APPROVED (the absence will be recorded as AUTHORISED)	
<input type="checkbox"/> Leave of absence is NOT APPROVED (the absence will be recorded as UNAUTHORISED) Please see reverse and/or contact the school, if you would like to discuss this further.	
Signature of Head teacher _____ Date _____	

EDUCATION ACT/GOVERNMENT GUIDELINE FOR LEAVE OF ABSENCE DURING TERM TIME

You are required under the Education Act (1996) to ensure your child attends school regularly. There is however, a discretionary power to allow leave of absence in exceptional circumstances during term time. This is not an entitlement and purely at the discretion of the schools Head teacher. Schools should not authorise absences if they believe it is to the detriment of a student's education or if the absences are during school exam periods.

Before completing this application, we would advise that you consider very seriously, how the absences will affect your child's education. National statistics show 10 days absence in any academic year does have a negative effect on attainment. Schools are not obliged to provide work for students taking leave of absence; however, some schools may choose to do this.

The government advises that any refusal of leave of absence must be recorded as unauthorised by the school on the student's records. As you may be aware, unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

DISCUSS WITH THE SCHOOL ANY REQUEST FOR LEAVE OF ABSENCE PRIOR TO MAKING A BOOKING. YOUR CHILD'S SCHOOL MAY HAVE A DESIGNATED PERSON FOR THIS. IT IS THE PARENT/CARERS RESPONSIBILITY TO ENSURE YOU RECEIVE CONFIRMATION FROM THE SCHOOL BEFORE THE LEAVE IS TAKEN. DO NOT ASSUME PERMISSION IS GRANTED IF YOU HAVE NOT RECEIVED WRITTEN CONFIRMATION.

FIXED PENALTY NOTICES

With the implementation of the Anti-Social Behaviour Act (2003), the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The school will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The penalty is in the form of a £60 fine per parent/carer per child payable within 21 days, this increases to £120 payable per parent/carer per child within 28 days. Failure to pay usually results in prosecution in the Magistrates' Court.

*(Academic year = School year from September to July)