

## APPLICATION FOR ABSENCE FROM SCHOOL: HOLIDAY / EXTENDED LEAVE



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 a holiday during term time. Parents **do not** have an automatic right to take their children out of school for holidays during term time and may be issued with a Penalty Notice (£60 per parent per child which increases to £120 per parent per child if not paid within 21 days) should they do so without permission of 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**. Upon receipt of a request the Headteacher will decide as to whether to authorise the absence, being mindful of government regulations and Local Authority guidance. The legislation only allows the Headteacher to authorise such leave in special or exceptional circumstances. By definition, special or exceptional trips should not occur regularly. Therefore, it is expected that holiday leave will **not** be requested on an annual basis.

For leave of more than 10 school days in duration, or when 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 will be considered by school when reviewing a request for leave.

### TO BE COMPLETED BY PARENT/CARER

Surname of child:		Surname of Parent/Carer:	
First name of child:		First name of Parent/Carer:	
Date of Birth		Relationship to child:	
Year Group		Are there any siblings applying for leave?	

Please state why leave must be taken during term time instead of school holiday periods:			
Number of school days requested:		Destination:	
Date of Departure:		Date due back in school:	

Parent/Carer Signature:	
Date:	

## 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 points should be considered 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?
- Is his/her attendance already below 90% 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?
- Does he/she have any absences which have been recorded as unauthorised this year?

## TO BE COMPLETED BY SCHOOL

Date application received:		Date of meeting with parent/carer(s) (if applicable):				
Pupil's % Attendance:		SIMS Ethnicity code:				
Gender of Child	Male		Female			

Leave request approved?	YES	NO
Parent/Carer(s) informed of potential consequences of taking unauthorised leave?	YES	NO
Is leave in excess of 10 days?	YES	NO
Parent/Carer(s) informed of potential consequences of failure to return on due date?	YES	NO

Reason(s) for decision?	
Number of previous applications granted?	

Headteacher's Signature:	
Date:	

**Please return a copy of this form to the parent/carer after consideration**

In cases where leave has been authorised by the school, the parent/carer(s) may wish to keep this letter of authorisation as evidence if they are challenged regarding attendance levels.