

# KEELBY PRIMARY ACADEMY

## APPLICATION FOR PUPIL'S LEAVE OF ABSENCE DURING TERM TIME

Please make an appointment to discuss your request for Leave of Absence with Ms Cowling, before you book your holiday.

### Before completing this holiday form you need to think about:

- the lessons your child will miss
- the difficulty they will have catching up
- the effect it will have on how well they will do in school

You do not have the right to take your child on holiday during term time without the permission of your child's Principal and holidays will only be authorised in exceptional circumstances. Please see the guidance overleaf and the attached letter.

If the holiday is taken without the Principal's approval, the child's absence will be classed as 'unauthorised'. **NB:** We still need a form completing so we know your child is safe.

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Name of Pupil(s): \_\_\_\_\_ Yr(s): \_\_\_\_\_

Address: \_\_\_\_\_

wish to take my child out of school for \_\_\_\_\_ school days from  
\_\_\_\_\_ to \_\_\_\_\_ inclusive.

Brief Reason (please don't leave blank): \_\_\_\_\_

Please provide documentation to back this application, if applicable.

Signed: \_\_\_\_\_ Parent/Guardian Date: \_\_\_\_\_

Approval given: \_\_\_\_\_ Principal Date: \_\_\_\_\_

Principal's comments, if applicable: \_\_\_\_\_

Approval not given.

Signed: \_\_\_\_\_ (Principal/Appointed Officer)

### Office use only:

Attendance to date 2020/2021: \_\_\_\_\_%

Holidays authorised to date: \_\_\_\_\_ days (\_\_\_\_\_ sessions)

Holidays unauthorised (excluding the above) to date: \_\_\_\_\_ days (\_\_\_\_\_ sessions)

Attendance 2019/2020: \_\_\_\_\_% including \_\_\_\_\_ days (\_\_\_\_\_ sessions) holidays

**KEELBY PRIMARY ACADEMY**  
**PARENTAL REQUEST FORM FOR LEAVE OF ABSENCE**  
**FOR THE PURPOSE OF A FAMILY HOLIDAY**  
**Relevant legislation: Statutory Instrument 2006 No. 1751**  
**The Education (Pupil Registration) (England) Regulations**  
**2006 Regulation 7: Leave of absence**  
**Relevant DfES Guidance 'School Attendance, October 2014'**

Leave of absence may only be granted by the Principal/Appointed Person.

A pupil may be granted leave of absence to enable him/her to go away on holiday where –  
(a) an application has been made in advance to the Principal by a parent with whom the child normally resides. And,  
(b) the Principal considers that leave of absence should be granted due to the **special circumstances** relating to that application.

Except in exceptional circumstances, a pupil shall not be granted more than ten school days leave of absence in any school year. When considering a request the school should take into account:-

- the amount of time requested
- age of the pupil
- the pupil's general absence/attendance record
- proximity of SATs and public examinations
- length of the proposed leave
- pupil's ability to catch up the work
- pupil's education needs/attainment
- general welfare of the pupil
- circumstances of the request
- purpose of the leave
- frequency of the activity
- when the request was made

If a request, or any part of it, is refused, and the child does not attend school, or if days in excess of granted leave are taken, that absence will be *Unauthorised*.

The Education Welfare Service will be informed of unauthorised absences relating to request for leave of absence and will take appropriate action, which could include a Penalty Notice or prosecution.

It would be preferred if you could make an appointment to discuss your request for Leave of Absence with the Principal/Appointed Person, before you book your holiday.

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### **A Summary**

Special Circumstances:-

- for parents whose work means that they can't take holidays outside of term time; but only if the holiday will have the minimal disruption to that pupil's education (also dependent on current attendance)
- when a family needs to spend time together because of a crisis or serious illness

Government guidance advises that holidays taken for the following reasons should not be authorised:

- availability of cheap holidays or certain accommodation
- bad weather in school holiday periods
- overlap with the beginning or end of term