



Carisbrooke Gardens, Leicester LE2 3PR
Tel 0116 303 3281

APPLICATION FOR ABSENCE DURING TERM TIME

FAMILY HOLIDAY/FOREIGN VISIT/PILGRIMAGE

This form must be completed before the Head Teacher can consider your application for absence. You must complete all sections of the application and will be asked to show your tickets or other proof of travel dates before this request is considered. A separate application must be completed for each child. We must receive this form at least two weeks before you plan to travel.

Please ask for help if you do not understand any part of this form.

On receipt of the completed form, the Head Teacher will look at your child's previous attendance record before making any decision. If permission is refused, any absence will be recorded as unauthorised and a penalty notice may be incurred. A copy of this form, showing the head teacher's decision will be sent to you to let you know if the absence has been authorised.

Name of student	Form	Contact Number for parent

I request absence for my above named son/daughter for the following reason:

Full address of destination

First day of absence from school:	Date of return to school:

(Please note that the Head Teacher is unable to consider your request without all of the above information)

Childs Name:

I will arrange for the following friend/relative to notify the school if there are any changes to my travel arrangements, which may effect my date of return and understand that you may contact that person in the event of my child not returning to school on the agreed date.

NAME of friend/relative: _____

Address: _____

Telephone number: _____

I understand that-

- The Leicester Partnership School is very reluctant for a student to miss any part of their education. The Governors' policy only allows absence to be authorised in exceptional circumstances. **Please refer to the schools absence policy.**
- The Head Teacher may authorise up to 10 days of absence (20 sessions) for reasons other than my child's own medical needs outside the school holiday periods and will consider my child's educational progress, previous attendance record and the current stage of his/her education before deciding whether to authorise this absence.
- All absence in excess of 10 days (20 sessions) will be unauthorised, if it is not agreed by the Head Teacher.
- The Head Teacher may not authorise more than one period of absence.
- A fixed penalty notice, leading to a fine of up to £120 per parent, per child, may be issued by the Education Welfare Service if my child has more than 10 sessions (5 days) of unauthorised absence **or if any of the period requested has not been agreed/authorised by school**
- If permission is granted, pupils must ensure that they are up to date with their school work before they leave and in addition, it will be parents/carers responsibility to ensure that their son/daughter makes up any missed work in their own time upon return.
- The decision made by the Leicester Partnership School is final.

Signed:.....Parent/Carer with Parental responsibility

Date:.....

(Please do not write below this line.)

Head Teacher's decision

Absence **authorised** from to

Absence **unauthorised** from to

Thank you for your request for leave of absence, but this has been unauthorised because:

Your child has a poor attendance record ☐
This absence is for more than 10 days ☐
Your child has already had one holiday during term time ☐

Signed : Headteacher Dated :

This section is for school use only.

Date form received:

/ /

Staff member's name who received the form:

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Form checked _____ (Initial)

Attendance current year _____ %

Attendance previous year _____ %

Previous extended absence on record _____

Other _____

Ticket/travel confirmation seen _____

Copy of ticket/travel confirmation retained _____

Date copy of this form sent to parent _____

Pupil has not returned on expected date

Telephone call to home number

Date _____

Time _____

Call made by _____

Result _____

Telephone call to friend/relative number

Date _____

Time _____

Call made by _____

Result _____
