

It is a legal requirement for parents / carers to obtain the permission of the principal before removing their child from school in order to take **any** leave in term time. Parents / carers **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 - **£160 per parent per child** if they do so without prior arrangement with the principal. **The legislation only allows the principal to authorise such leave in exceptional circumstances.**

To apply for leave from school, parents / carers should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expenses.** Upon receipt of a request the principal 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 regularly occur.

Where schools have concern about the absence request the principal or the representative will contact 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 (NB application must come from the parent / carer with whom the child normally resides) (Please attach additional sheets if necessary)

Surname of student		First name of student	
Date of Birth		Tutor Group	
Surname of parent / carer		Forename of parent / carer	
Relationship to student		Name of siblings applying for leave.	
Home Address including postcode.			
Telephone Number		Email Address	

Information regarding any exceptional circumstances supporting this application.	
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Number of days absent from school.		Destination	
First date of absence from school		Date due back into school	
Emergency UK contact details if leave is outside of the UK			

Additional Factors for Consideration:

Students attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Academy Authority expects that all parents / carers ensure their children attend school wherever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application letter:

- Will leave at this point be detrimental to the student's education?
- Will he/she miss any national tests?
- Is his/her attendance a cause for concern?
- 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		Students Attendance %	
Date of contact with Parents / carers (if applicable)		SIMS ethnicity code	
Gender	Male	Female	Other
About the Request (Please circle)	Leave request approved	Yes	No
	Home parents / carers informed of potential consequences of taking unauthorised leave.	Yes	No
	Is leave in excess of 10 days?	Yes	No
	Home parent(s) / carer(s) informed of potential consequences if failure to return on due date?	Yes	No
	Reason for decision		
Number of previously granted applications			
Principal's signature			

Please return this form to the parent/carer after consideration.

In cases where the leave has been authorised by school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.