



## APPLICATION FOR LEAVE OF ABSENCE

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school to take **any** leave during term time. Parents **do not** have an automatic right to take their children out of school during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with 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. Please supply all reasons for requesting the leave at this stage.** Upon receipt of a request, the Headteacher will decide as to whether to authorise the absence, being mindful of government regulations. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.** By definition, exceptional circumstances should not occur regularly. Therefore, it is not expected that leave will be requested on an annual basis.

If there are further questions about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see the overleaf for factors that will be taken into account by the school when considering a request for leave.

**PARENTS SECTION** (Please attach additional sheets if necessary)

Name of child:	Date of birth:	Year/Reg Group	Attendance	Any sibling also applying for leave
				Y/N

I/we make this application for my/our child to have the leave of absence for the reason stated. I/we understand that by taking, my/our child out of school during term time I/we could be issued with a Penalty Notice fine or a summons for irregular school attendance.

Name/Address of parents/carers:	Relationship to child:	Contact number:	Parent/carer date of birth:	Parent/carer signature:
<b>Emergency UK Contact name and telephone Number</b>				

Please **state all reasons at this stage** why the leave **must** be taken during term time instead of during the school holiday periods:

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Number of days absent from school:	Departure date:	Return date: (Due back in school)

**Employer Details:**

If you are stating work commitments as a reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

Manager & Company Name:	
Address:	
Telephone:	

Parent signature:

Parent signature:

Date of Application:

**FACTORS FOR CONSIDERATION:**

Students should attend school for a maximum of 190 days each academic year and should achieve a minimum attendance of 98% throughout the school year. Full 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 and should not be taken for a family holiday. The following factors should be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the Student's education, is it during an assessment cycle?
- Is the leave request deemed an exceptional circumstance?
- Is their attendance a cause for concern?
- Do they have any absences which have been recorded as unauthorised this year?
- Have they already had leave during term time this year?
- Is their attendance already below 98% or a previously agreed target?

**SCHOOL SECTION:**

<b>Date request received:</b>					
<b>Number of days requested:</b>		<b>Authorised</b>	<b>Y/N</b>	<b>Penalty Notice to be requested:</b>	<b>Y/N</b>
<b>Reason for decision:</b>					
<b>Parents informed of the decision:</b>	Have the parent(s) been informed of potential Consequences of taking unauthorised leave				<b>Y/N</b>
	Have the parent(s) been informed of potential consequences of failure to return on the due date?				<b>Y/N</b>
	Record of dates of action: Telephone call: Letter: Referral to LA for PN2:				
<b>Headteacher signature:</b>				<b>Date:</b>	