



Application for Leave of Absence during Term Time



A. Pupil Details			
Name:		DoB:	
Address:			
Class / Form:			

B. Leave of Absence Request Details			
Start date of requested leave:		End date:	
Return to school date:		N.o. of days:	
What are the <u>exceptional circumstances</u> for your leave of absence request that you wish the school to consider?			
Name of parent / carer (print):			
Signature:		Date:	

C. For School Use			
Current attendance %:			
Previous LOA this academic year:			
Does the LOA request time coincide with SATS / other examination periods:			
Any mitigating / aggravating circumstances (Including any ongoing medical issues):			
Child's current / potential level of attainment?			
Is the LOA approved?:	YES	NO	
If YES - Number of days to be authorised for this LOA application:			
Signature of Head Teacher:		Date:	
*Register Code to be used for this LOA:			

Code	Meaning	Application
H	Holiday authorised by the school	Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion
G	Holiday not authorised by the school or in excess of the period determined by the head teacher	If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the excess absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
C	Other Authorised Circumstances	Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each request individually taking into account the circumstances.
O	Unauthorised Absence.	