

## APPLICATION FOR LEAVE OF ABSENCE

As a Parent/Carer with whom the child lives, you should complete this form if you are requesting leave of absence during term time. There is **NO** entitlement to leave in term time and Parents/Carers should not expect leave of absence to be granted as a right. Approval is discretionary and only in exceptional circumstances. It is possible in certain circumstances that your child could be removed from the school roll and you would need to reapply for a place on your return. Parents are aware they have signed a home/school agreement when their child joined the school, confirming they would not take their child out of school during term time.

Parents should also be aware that staff are not required to provide alternative programmes of work, or to make alternative arrangements for the sitting of exams/tests for students who are absent from school through choice. Leave will not be granted if requested in exam years or at the start of any school year i.e. September.

**We are asked to WARN you that if you take your child out of school without authorisation, the Local Authority has the power to issue a Fixed-Penalty Notice of £60, rising to £120 if not paid within 21 days (Anti-Social Behaviour Act 2004).**

Please email the completed form to [attendance@williamperkin.org.uk](mailto:attendance@williamperkin.org.uk) no less than 4 (four) weeks **before** the date when you want the period of absence to start.

|   |                              |                     |
|---|------------------------------|---------------------|
| <b>Name of Student:</b>                                 |                              | <b>Tutor Group:</b> |
| <b>Address:</b>   |                              |                     |
|   |                              |                     |
|   |                              |                     |
| <b>Telephone Number:</b>                                | <b>Name of Parent/Carer:</b> |                     |
| <b>Destination:</b>                                     |                              |                     |
| <b>Reason for Applying for Leave of Absence:</b>        |                              |                     |
|   |                              |                     |
|   |                              |                     |
| <b>Proposed Date of Departure:</b>                      |                              | <b>Return Date:</b> |
| <b>Total Number of School Day Absences Applied For:</b> |                              |                     |
| <b>Signature of Parent/Carer</b>                        |                              | <b>Date:</b>        |

|                                 |                    |
|---------------------------------|--------------------|
| <b>FOR OFFICE USE ONLY</b>      |                    |
| <b>Received on:</b>             | <b>Attendance:</b> |
|                                 |                    |
| <b>Authorised/Unauthorised:</b> |                    |
|                                 |                    |
| <b>Signed Headteacher:</b>      | <b>Date:</b>       |
|                                 |                    |