

APPLICATION FOR LEAVE OF ABSENCE

Applications for leave of absence should ordinarily be made no less than four weeks before the first day of absence.

Taking your child out of school during term time could be detrimental to your child’s educational progress.

As from 1st September 2013 the Education(Pupil registration)(England)(Amendment) Regulations 2013 amended Regulation 7 to prohibit the headteacher from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the headteacher considers there are exceptional circumstances relating to the application.

There is no entitlement to parents to take their child out of school during term time; however you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the leave is taken, the case will be referred to the Education Welfare Service who may issue a Penalty Notice for £120 (or £60 if paid within 28 days) to each parent for each child taken out of school.

Name of Child	
D.O.B:	
Class:	

Date of First Day of Absence: _____

Date of Return: _____

Number of Days Requested: _____

Please attach a letter outlining the ‘exceptional circumstances’ for which a term time absence is being applied for. If this is not provided the school will be unable to authorise the request.

Signed: _____ Dated: _____

Name: _____

School/office use only:

Attendance percentage preceding 12 weeks:			
Number of sessions absence this academic year:	Auth	Unauthorised	Total

RESPONSE TO LEAVE OF ABSENCE REQUEST

Child _____ **Class** _____

Dates requested From _____ To _____

This absence has been authorised *subject to attendance remaining at an acceptable level*

This absence has not been authorised *as the application does not meet the criteria for ‘exceptional circumstances’*

Date _____ Signed _____