

# 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 in order to take **any** leave during term time. Parents **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 if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and local authority guidance. By definition, exceptional trips should not occur regularly.

Where the school has concerns about the leave request, the Headteacher or their representative will arrange to meet with 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 with whom the child normally resides)** (Please attach additional sheets if necessary)

<input type="text"/>	First Name of child:	<input type="text"/>
Surname of child:		

<input type="text"/>	Year Group:	<input type="text"/>
Date of Birth:		

<input type="text"/>	First name:	<input type="text"/>
Surname of parent/carer:		

<input type="text"/>	Are there any siblings applying for leave?	<input type="text"/>
Relationship to child:		

Home address:

Postcode:

Telephone number:

Please provide information regarding the exceptional circumstances supporting this application for leave:

Destination (if applicable):

Length of absence :  
(number of school days)

Date due back in school:

Date of departure:

Other emergency contact details, if leave is outside the UK

Emergency UK telephone contact name and number:

Date of Application:

Parent/carer of residence's signature:

### **ADDITIONAL FACTORS FOR CONSIDERATION**

Pupils attend school for a maximum of 192 days each academic year. Regular 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 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 for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- 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:**

Pupil's % Attendance:

Date application received:

Date of meeting with parent(s): (if applicable)

Leave request approved?	Yes	No
Parent(s) informed of potential consequences of taking unauthorised leave	Yes	No
How many days leave have been requested?		
Parent(s) informed of potential consequences of failure to return on the due date?	Yes	No

About the request: (Please circle)


Reason(s) for decision:

Number of previous applications granted:

Date:

**Headteacher's signature:**

**Please return a copy of this form to the parent/carer after consideration**

In cases where leave has been authorised by the 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.