



APPLICATION FOR LEAVE OF ABSENCE FROM MAINTAINED SCHOOLS

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 in 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 (£160 per parent per child) 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 LA guidance. **It is important that, if you believe exceptional circumstances apply, you provide this information to school at the time of submitting this request.** Information submitted at a later date will not be considered. By definition, exceptional trips should not occur regularly.

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application.

PARENTS SECTION TO COMPLETE. (NB Application must come from the parent with whom the child normally resides.) Please attach additional sheets if required.

Surname of child		First name(s)	
Date of Birth		Year group	
Surname of parent/carer		First name	
Relationship to child		Are any siblings applying for leave? Y or N	
Home Address		Postcode	
Telephone number		Email	
Please provide information regarding the exceptional circumstances supporting this application for leave. Additional documents can be attached.			
Length of absence – number of school days		Destination (if applicable)	
Departure date		Date due back in school	
Emergency UK contact name and no.		Other emergency contact details if leave is outside of UK.	

EMPLOYER DETAILS:



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

Name of employer		Contact telephone of relevant person	
Address of employer			

Parent / carer with residence (signature)		Date of application	
I confirm that I have included any relevant information for consideration. (Please circle)	YES	NO	

ADDITIONAL FACTORS FOR CONSIDERATION:

Pupils attend school for a maximum of 190 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 in to account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will they miss any national tests or examinations?
- Is their attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Have they already had leave during term time at any point?
- Did they have a leave of absence during term time in the previous school year?
- Do they have any absences which have been recorded as 'unauthorised absence' in the last 3 years?



SCHOOL SECTION TO COMPLETE			
Date application received		Pupil % attendance	
Date of meeting with parents (if applicable)		SIMS ethnicity code	
Gender of child (circle)	Male	Female	

SCHOOL RESPONSE TO REQUEST		
Leave request approved?	YES	NO
Parents informed of potential consequences of taking unauthorised leave?	YES	NO
Parents informed of potential consequences of failing to return on due date?	YES	NO
Reasons for decision:		
Number prior leave applications granted?		

Headteacher signature		Date	
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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.