

Name of School: \_\_\_\_\_

**APPLICATION FOR PUPIL/STUDENT LEAVE OF ABSENCE FROM SCHOOL**

Please note: taking your child out of school during term time is detrimental to your child's educational progress

Full name of child(ren) *PLEASE PRINT*: \_\_\_\_\_

Address \_\_\_\_\_

Leave requested from \_\_\_\_\_ to \_\_\_\_\_

or single day \_\_\_\_\_ (date)

Total number of school days \_\_\_\_\_

Exceptional reason for application:

Names of siblings in other schools

Name \_\_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ School \_\_\_\_\_

I/we have read the information on the reverse of this application and would like to formally request the leave of absence as shown.

Signature of parent(s)/carer(s) \_\_\_\_\_

Date: \_\_\_\_\_

**Please note**

Leave of absence shall not be granted unless:-  
 a) an application is made in advance to the Headteacher by a parent with whom the pupil normally resides; and  
 b) the Headteacher, or a person authorised by the Headteacher considers (following government guidelines) that leave of absence should be granted due to the exceptional circumstances related to that application.

<i>For office use:</i>		
Academic Year	Total attendance (%)	Holiday (½ days missed)

Your request for leave of absence from school for exceptional circumstances during term time has been considered and has been agreed/not agreed.

Signature of Headteacher

or Attendance Lead: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** Retain the original signed and completed forms in school records and ensure a copy is returned to the parent/carer of the student to confirm authorisation.

Before completing this application we would advise that you consider very seriously how the absences will affect your child's education. National statistics show 10 days' absence in any academic year does have a negative effect on average attainment. Schools are not obliged to provide work for students taking leave of absence, however some schools may choose to do this.

The Government advises that any excessive family holiday or any refusal of leave of absence must be recorded as unauthorised by the School on the student's records. As you may be aware an accumulation of unauthorised absences may result in legal proceedings against you either through a Fixed Penalty Notice or the Magistrates' Court.

If the Headteacher does not approve an application for a leave of absence an appeal can be made through the Governing Body. This cannot be made retrospectively.

### **Term-time holiday from September 2013**

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) currently allow headteachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances. (Up to August 2013)

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

### **Fixed Penalty Notices**

With the implementation of the Anti Social Behaviour Act (2003) the Local Authority has statutory powers to use Penalty Notices to help tackle irregular school attendance and unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or the parent/carer has been unable to provide a reason for the absence, which is acceptable to the school.

The School will discuss with the Local Authority any cases of unauthorised absence and whether the issuing of a Penalty Notice would be appropriate. A Penalty Notice is an alternative to a prosecution to the offence and can be issued when it is felt that parents/carers are failing in their legal responsibility to ensure their child attends school regularly.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school. Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from September 2013, pay £60 within 21 days or £120 within 28 days.