

REQUEST FOR LEAVE OF ABSENCE DURING TERM TIME

It is a legal requirement for parents/carers to obtain the permission of the Principal 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 for leave during term time and may be issued with a Penalty Notice (£60 per parent per child) if they do so without prior arrangement with the Principal. **The legislation only allows the Principal to authorise such leave in exceptional circumstances.**

For your request to be considered, please complete this form well in advance of the proposed leave and before committing to any expense. **If requesting Leave of Absence for what you consider to be an exceptional event, please include with this application any evidence to support this eg wedding invitation, sporting event etc.** Upon receipt the Principal will make a decision as to whether to authorize the absence, being mindful of government regulations and LA guidance. By definition, exceptional trips should not occur regularly.

Surname of Child First Name of Child:

Date of Birth: Year Group:

Surname (Parent/Carer): First Name: (Parent/Carer):

Relationship to Child:

Home Address:

Post Code: Tel No:

Provide information regarding the exceptional circumstances supporting this application for leave:

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Length of absence (Number of School Days): Destination:

Date of Departure: Date return to school:

Parent/Carer Signature: Date:

Additional Factors for Consideration

Students should 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 will be taken into account when considering an application for leave:

Factors	Yes	No
Will leave at this point in time be detrimental to the student's education?		
Will he/she miss any national tests or examinations?		
Is his/her attendance 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?		
Does he/she have any absences which have been recorded as unauthorised this year?		

For school use only

Date Application received:

Student's Attendance:%

	Yes	No
Leave request approved?		
Parent(s) informed of potential consequences of taking unauthorised leave?		
Is leave in excess of 10 days?		
Parent(s) informed of potential consequences of failure to return on due date?		

Reason(s) for Decision:.....

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Number of previous applications granted:

Principal signature:

Date: