

# 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 for leave during term time and may be issued with a Penalty Notice (£120 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. 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)

Surname of child:	<input type="text"/>	First name of child:	<input type="text"/>
Date of Birth:	<input type="text"/>	Year Group:	<input type="text"/>
Surname parent/carer 1 :	<input type="text"/>	First name:	<input type="text"/>
DOB parent/carer 1 :	<input type="text"/>		
Relationship to child:	<input type="text"/>	Are there any siblings applying for leave?	<input type="text"/>
Home address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone number:	<input type="text"/>
Surname parent/carer 2	<input type="text"/>	First name:	<input type="text"/>
Relationship to child:	<input type="text"/>	DOB parent/carer 2:	<input type="text"/>
Home address:	<input type="text"/>		
Postcode:	<input type="text"/>	Telephone number:	<input type="text"/>

Please provide information regarding the exceptional circumstances supporting this application for leave. (additional documents can be attached):

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Length of absence :  
(number of school days)

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Destination  
(if applicable):

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Date of departure:

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Date due back in school:

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Emergency UK  
telephone contact  
name and number:

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Other emergency contact  
details, if leave is outside  
the UK

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#### Employer Details

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 cannot be taken during the school holidays.

Name:	
Address:	
Telephone:	

**Parent/carers of residence's  
signature:**

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**Date of  
Application:**

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I confirm that I have included any relevant information for consideration (Y/N):

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#### **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 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?

#### **Please return a copy of this form to the parent/carers 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.

**SCHOOL SECTION:**

Date application received:

Pupil's % Attendance:

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

SIMS/STAR ethnicity code:

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Gender of child:

Male	Female
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About the request:  
(Please circle)

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 due date?	Yes	No

Reason(s) for decision:

Number of previous applications granted:

Headteacher's signature:

Date:

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