**APPLICATION FOR LEAVE OF ABSENCE**

Missing school can disrupt a child’s learning and ability to engage with peers. Parental support in maintaining regular attendance is crucial for a pupil’s educational progress.

Parents must obtain the headteacher's permission **before** taking a child out of school in term time for **any reason**. There is no automatic right to do so. Headteachers can only authorise leave in exceptional circumstances, which generally do not include holidays or leisure activities. Leave should not be granted for a pupil to take part in protest activity during school hours.

Where absences are not authorised and meet the qualifying trigger (10 sessions (or 5 full days) in a rolling 10 school-week period), the school is likely to ask the Local Authority to issue a Penalty Notice (£160 per parent per child on the first occasion) or institute other legal action.

This form should be fully completed by the parent with whom the child normally resides and returned to school for consideration well in advance of the proposed leave and before committing to any expense. Once received the headteacher (or delegated person) will decide whether to approve the request.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First name of child |  | | Surname of child |  | |
|  |  | |  |  | |
| Date of birth |  | | Year group |  | |
|  |  | |  |  | |
| First name of parent/carer |  | | Surname of parent/carer |  | |
|  |  | |  |  | |
| Relationship to child |  | | | | |
|  |  | |  |  | |
| Home address |  | | | | |
|  | | | | | |
| Postcode |  | | Telephone number |  | |
| **Additional Factors for Consideration:**  Pupils attend school for a maximum of 190 days each academic year. 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 the pupil miss any national tests or examinations or important school assessments? * Is their attendance a cause for concern? * Is the proposed absence during the month of September or any other transition period? * Has the pupil already had leave during term time this year? * Did they have leave of absence during term time in the previous school year(s)? * Do they have any absences which have been recorded as unauthorised this year?   Provide details of any siblings at the school who you also wish to apply for leave for: | | | | | |
| **First name of child** | | **Surname of child** | | **Date of Birth** | **Year Group** |
|  | |  | |  |  |
|  | |  | |  |  |

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| --- | --- | --- | --- | --- |
| Length of absence (number of school days) |  | | Destination  (if applicable) |  |
|  |  | |  |  |
| Date of departure |  | | Date due back in school |  |
|  |  | |  |  |
| UK emergency contact and telephone number | |  | | |
|  | |  | | |
| Other emergency contact details  (if leave is outside the UK) | |  | | |

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| Provide information about the exceptional circumstances for leave (additional documents may be attached) |
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| I confirm I am the parent with whom the child normally resides (tick) | | |  |  | |
|  | | | | | |
| I confirm I have included any relevant information for consideration (tick) | | |  |  | |

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| --- | --- | --- | --- |
| Parent/carer signature |  | Date |  |

**For completion by the school:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Received |  | Pupil Attendance % | |  | Date discussed with parents (if applicable) | |  | |
| **The headteacher/authorised person has considered this leave request.**  **The outcome of the request is:** (circle) | | | | | | | | |
| **Not Approved**  Permission not granted | | | **Approved**  Permission granted | | | **Partially Approved**  Some days to be authorised | | |
|  | | | | | | | | |
| If only some of the leave is to be approved, number of days which will be authorised | | | | | | | |  |
| Reason(s) for decision | | | | | | | |  |
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| --- | --- | --- | --- |
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| Headteacher/appropriate person signature |  | Date |  |
|  |  |  |  |
| A copy of this form should be provided to the parent(s).  **All parents should be individually notified in writing of the outcome of this request and must be notified in circumstances where a penalty notice will be requested.** | | | |