

APPLICATION FOR LEAVE FROM SCHOOL



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 holidays 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.

Parents wishing to apply for their child to be granted leave from school should **complete this form and return it to school for consideration before booking and well in advance of the proposed leave.** 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. The legislation only allows the Headteacher to authorise such leave in **exceptional circumstances**. 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

(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 of parent/carer:	<input type="text"/>	First name:	<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"/>
Please state why leave must be taken during term time instead of during school holiday periods	<input type="text"/>		
Length of absence : (number of days in school)	<input type="text"/>	Destination:	<input type="text"/>
Date of departure:	<input type="text"/>	Date due back in school:	<input type="text"/>
Emergency UK telephone contact name and number:	<input type="text"/>	Other emergency contact details, if leave is outside the UK	<input type="text"/>

Employer Details

If you are stating work commitments as a 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 signature:

Date of Application:

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 hinders academic progress. The following factors should be taken into account when considering an application for leave:

- Are there **exceptional circumstances** why this leave must be taken in term time?
- 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 already below 95% or a previously agreed target?
- 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?

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
Is leave in excess of 10 days?	Yes	No
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:

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.