



## APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Leave of absence may only be granted by the Headteacher or their deputy. As from 1<sup>st</sup> September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the Headteacher of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupils normally resides, and the Headteacher considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education.

There is NO entitlement to parents to take their child out of school during term time; however, you may apply to the school for leave of absence if you believe there are exceptional circumstances. If the absence is not authorised and the absence is taken, the case may be referred to the Local Authority who may issue a Penalty Notice for £60, increasing to £120 if not paid within 21 days, to each parent for each child.

### PLEASE COMPLETE ONE APPLICATION PER CHILD

Name of Child		
DOB		Class
Date of First day of absence		
date of last day of absence		
number of days requested		

Important: I confirm that a letter is attached outlining the 'exceptional circumstances' for which a leave of absence is being applied for. I acknowledge that it is entirely the decision of the Headteacher whether or not the reason provided constitutes an exceptional circumstance. Furthermore, I also understand that failure to attach a letter will result in this application not being considered. Please ensure supporting letter is clearly marked with the child's name and class.

Parent Signature		Print Name	
Relationship to Child		Date	
Parent Address			

Headteacher - <b>Requested authorised</b>	
Headteacher – <b>Request unauthorised:</b> following due consideration, I am unable to agree to your request as the reason provided is not considered as an exception circumstance and therefore this will be recorded a unauthorised absence on your child's record	
<b>PLEASE NOTE: It may be that all or part of your request is authorised/unauthorised subject to number of days requested and the 'exceptional circumstances' the request has been made.</b>	
Correspondence returned to Parents	