

## APPLICATION FORM FOR LEAVE OF ABSENCE DURING TERM TIME

**You are required by law to ensure that your child attends school regularly.**

Leave of absence during term time is not an entitlement and parents/carers cannot demand leave of absence for their child.

**From the 1 September 2013, headteachers have the discretion to grant leave of absence, but they should only do so in exceptional circumstances. If a headteacher grants a leave of absence request it will be for them to determine the length of time that the child can be away from school. A headteacher will not grant leave of absence for the purpose of a family holiday.**

**Applications for leave of absence in term time should only be made if there are exceptional circumstances** as to why the leave cannot be taken outside of term time and these circumstances **must be detailed on this application form**. Evidence in support of these circumstances must be provided to the school with this application form, (retrospective consent will not be given). Each request will be looked at on the exceptional circumstances detailed on the application form.

**Any absence taken without the permission of the head teacher will be recorded as unauthorised absence in the school register, which is a legal document.**

**Penalty notices** have been introduced under section 23 of the Anti-Social Behaviour Act 2003 as an alternative to prosecution, for failing to ensure your child's regular school attendance. Where a child has at least 10 school sessions (half days) recorded as unauthorised absence due to taking holidays in school term time, a penalty notice may be issued to all parents/carers by the local authority. **From 1 September 2013**, if a penalty notice is issued, each parent/carer will have 21 days from the date of issue to pay £60. After 21 days it will increase to £120 per parent/carer, per child. **Failure to pay a penalty notice within 28 days will result in prosecution** in the Magistrates' Court under section 444(1/1A) of the Education Act 1996, for failing to secure the regular school attendance of a child. **Persistent unauthorised absence due to leave of absence in term time may result directly in prosecution.**

**PLEASE COMPLETE THE LEAVE OF ABSENCE FORM OVERLEAF AND ATTACH ANY EVIDENCE OF EXCEPTIONAL CIRCUMSTANCES.**



School \_\_\_\_\_

Name of Pupil \_\_\_\_\_ Class/Form \_\_\_\_\_

Address \_\_\_\_\_

I am requesting leave of absence permission for my son / daughter to be absent from school

From \_\_\_\_\_ To \_\_\_\_\_  
(first date of absence) (last date of absence)

Total School Days \_\_\_\_\_

**Exceptional circumstances - you must explain the circumstances for the leave of absence and attach evidence in support, (please continue on a separate sheet of paper if necessary) or if you prefer detail your circumstances in a letter, place in a separate envelope and attach to this application form**

\_\_\_\_\_  
\_\_\_\_\_

Siblings in other school (please list child and school)

I will ensure that worked missed by my child /ren during this period will be made up. (It is not the responsibility of the school to supply or correct work) Please ensure you complete a separate request form for each child.

Signed \_\_\_\_\_ Printed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent /Carer – must be signed by the parent/carer with whom the child resides)

**FOR SCHOOL USE ONLY**

Date Returned	Current Attendance	Previous Year Attendance	Authorised Days	Unauthorised Days

Reply Slip.....

Name of Pupil \_\_\_\_\_

The school has considered your application for leave of absence

From \_\_\_\_\_ To \_\_\_\_\_

In accordance with the Regulations this will be recorded as \_\_\_\_\_ days authorised absence / \_\_\_\_\_ days unauthorised absence.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Head Teacher)