

Application For Leave of Absence from School in Term-Time

Dear Parent/Carer,

Before submitting this application, please be aware that parents are legally responsible for ensuring their child attends school regularly (under Section 7 of the Education Act 1996). If a parent intends to remove their child from school for a term-time holiday/LOA it is a legal requirement to obtain the permission of the Headteacher. Parents do not have an automatic right to take their child out of school for leave during term time and may be issued with a Penalty Notice (£80 per parent per child) if they do so. **The legislation only allows the Headteacher to authorise leave in exceptional circumstances.**

To apply for a child to be granted leave from school, parents **must complete this form and return it to the school office for consideration by the Headteacher well in advance of the proposed leave and before committing to any expense.** Due to the legislation, it is only in extremely exceptional circumstances and with supporting evidence that leave will be granted. **If you believe exceptional circumstances apply, you must provide this information to school at the time of submitting the request.**

Following the submission of the application, the Headteacher or a member of the attendance team will call you or arrange a meeting to discuss your application. Please see the factors that may be taken into account by school when considering a request for leave.

Parents section (applications must come from the parent with whom the child normally resides)

Surname of child:		First name of child:	
Date of Birth:		Class:	
Parent name:		Relationship to child:	
Are there any siblings applying for leave? If so, please add their name/s.		Parent date of birth:	
Home address/Postcode		Telephone number:	
Length of absence: (number of school days)		Destination:	
Start date of absence:		Date returning to school:	

Please provide information regarding the exceptional circumstances supporting this application for leave. What additional documents are you attaching to this application?

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 number:	

Parent/carer signature:	
Date of application:	

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. All parents/carers must ensure their children attend school whenever possible. Absences 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 the 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?

SCHOOL SECTION (Please complete all sections)

Date application received:		Pupil's % attendance:	
Date of meeting/call with parents: (if applicable)		Date letter sent to parents with decision/outcome:	

Leave request approved.	Yes	No
Parent (s) informed of potential consequences of taking unauthorised leave.	Yes	No
Parent(s) informed of potential consequences of failure to return on due date	Yes	No

Reason(s) for decision:

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Number of previous applications granted and reasons why:

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Headteachers signature:		Date:	
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