

Application for Leave of Absence

(Please read the notes overleaf before completing this form)

| Name of Pupil | Date of Birth | Year Group | Address |
|---------------|---------------|------------|---------|
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| Parent(s) Full Name and relationship to Child | Date of Birth | Address |
|---|---------------|---------|
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| | | |

Request for Leave Of Absence

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|--|--|
| Date of first day of leave | |
| Date of last day of leave | |
| Expected date to return to School | |
| Name of adult accompanying pupil(s) and Relationship to pupil | |

Reason for the request

Signature: _____

| | | |
|---|------------------------------|---------------|
| Has a leave of absence been taken before? | Yes <input type="checkbox"/> | (Please tick) |
| | No <input type="checkbox"/> | |
| Reason for previous leave of absence | | |

Authorised Unauthorised

Signature: _____

Print Name: _____

Date: _____

Notes for Parents Completion of Application for Leave of Absence

The [Education \(Pupil Registration\) \(England\) Regulations 2006](#) (Amended September 2013) make it clear that Headteacher's may **not** grant any leave of absence during term-time unless there are exceptional circumstances. Headteacher's should determine the number of school days a child can be away from School if leave is granted and may make the decision following advice from the Local Authority.

Any absence during term time destroys the continuity of the child's education and reduces chances of success. Absence in the weeks prior to SATS tests or external examinations will also disrupt revision and omit the reassurance that school staff can provide during the preparation period. Absence during years 6,7,10 and 11 and at the beginning of the academic year also has a negative impact on transition and assessments.

Please complete the form overleaf and return it to the Headteacher for any leave of absence request for the school year 1st September 2014 – 20th July 2015.

This will enable the School to decide if your application can be granted under the Regulations.

Any absence for a leave of absence which does not meet the criteria of being 'an exceptional circumstance' will be marked as unauthorised absence.

If your child has absence marked as unauthorised, you will be issued with a Fixed Penalty Notice for this period. It should be noted that BOTH parents are at risk of a FPN for each child of the family with a period of unauthorised absence from school.

Fixed Penalty Notices for Unauthorised Holidays during Term-time

Section 23 of the Anti-Social Behaviour Act 2003, brought into force powers to Local Authorities Officers, Head teacher and the Police to issue Penalty Notices as a consequence of unauthorised absence from school.

Please return completed form to Mr Harden.