

Application for absence from school:

Holiday/ Extended leave

It is a legal requirement for parents/carers to obtain the permission of the Head teacher before removing their child from school in order to take a holiday during 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 if they do so without prior arrangement with the Head teacher.

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 Head teacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. The legislation only allows the Head teacher to authorise such leave in special or exceptional circumstances. By definition, special or exceptional trips should not occur regularly. Therefore, it is not expected that holiday leave will be requested on an annual basis.

For leave of more than 10 school days in duration, or when the school has concerns about the leave request, the Head teacher or his representative will arrange to meet with you to discuss your application.

Parents' Section:

Name of child(s):	
Date of Birth:	Year:
Name of parent/carer:	
Relationship to Child:	Are there any sibling applying for leave: Yes/No
Home address:	
Telephone:	Mobile:
Reasons for absences from school during term dates:	
Total number of school days will be missed:	Destination:
Date of departure:	Date of return to school:
Emergency UK Phone/Mobile:	Email of parent/carer:
Parent/carer's signature:	Date:

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:

- 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 parents (if applicable):		Gender of Child: Male/Female
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
Number of previous applications granted:		
Head Teacher's Signature:		Date:

Please return a copy of this form to the parent/carer 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.