



Term Time Leave of Absence Application Form

Dear Headteacher,

I would like to request permission for leave of absence for my child for the reasons detailed below

(further information can be attached if required)

Child's name	Class group
Child's full address	

for whole or multiple days:	First date of absence	Date of return to school	Number of days absent	If returning in time for lunch, is a school meal required?
For part of a day:	Date of absence	Leaving during the school day, at what time?	Returning during the school day, at what time?	For a part day only appointment, number of hours absent

Reason for request *(Please give full details. Confirmation of appointments etc or further details can be attached to this form. Please include as much information as possible as any decision is based on the information provided.)*

Name of person making request	Relationship to child			
Address if different from child's above				
If the child does not reside with you, does the resident parent agree with your application?	Yes		No	
Signature of parent / carer (with whom <u>child resides</u>)	Date			

Please consider the following before applying for a leave of absence for your child:

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. **Taking your child out of school during term time could be detrimental to their education process. There is no entitlement** to parents / carers to take a child out of school during term time, however you may apply to the school for leave of absence in **exceptional circumstances**. (e.g. funeral, medical appointment, exam, school transition visit.) **Leave of absence requests will be unauthorised for unreasonable activities** (e.g. shopping trips, accompanying siblings or parents to medical appointments, family birthdays, day trips and entertainment visits.) Agreement to each request is at the discretion of the Head Teacher, based on the information that you provide, acting on behalf of the Governing Body (Pupil Registration Regulations 2006). **That decision is final.** If the absence is not authorised and the leave is taken, the matter will be referred to the Local Authority who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent / carer for each child taken out of school. **Failure to submit a leave of absence request will result in the absence being unauthorised** and a referral to the Local Authority who may again issue a Penalty Notice as above. Please note: If you have previously received a Penalty Notice for an offence of failing to ensure regular school attendance or been the subject of a prosecution for any child in relation to irregular school attendance, you may not be given the opportunity to pay a further Penalty Notice; your case may proceed directly to court. (Further details of the school's Attendance Policy can be found on the website.)

(For completion by school office staff)

Percentage attendance academic year to date		Number of sessions authorised absence this academic year		Number of sessions unauthorised absence in academic year	
Penalty Notice issued in previous 12 months?	Yes	No	Further details if yes		
Your application for leave of absence as detailed above has been:					
Authorised (number of sessions absent authorised)			Unauthorised (number of sessions absent unauthorised)		
For the reasons stated below:					
Head Teacher's name		Head Teacher's signature		Date	

Form to be returned to parent / carer with parental responsibility in a sealed envelope, and a copy retained for pupil records