

APPLICATION FOR LEAVE OF ABSENCE OR ANNUAL HOLIDAY DURING TERM TIME

Before completing the application form, please read these notes carefully.

Attached is an application for you to request permission for your child to take a leave of absence from school during term time. All applications for leave of absence must be made no later than 3 weeks before commencement of the holiday period.

At King James Academy Royston, we are committed to promoting excellent levels of attendance and punctuality. We firmly believe that only if children attend school regularly and punctually will they be able to take full advantage of the educational opportunities available to them.

By law, all children of compulsory school age must receive a suitable full-time education and as a parent/carer you have a legal responsibility to make sure this happens.

Government legislation came into effect from September 2013, which states that Headteachers must not grant any leave of absence during term time unless there are exceptional circumstances. We interpret exceptional circumstances as 'being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time (as determined by the Headteacher). The fundamental principles of defining 'exceptional' are events that are 'rare, significant, unavoidable and short.' By 'unavoidable' we mean an event that could not reasonably be scheduled at another time, outside of school term time.

The law states that you do not have the right to take your child out of school for holidays during term time and that you must ask permission for your child to miss school. If you fail to gain the school's permission, you risk receiving a £60 Penalty Notice per parent per child. If a holiday is taken without consultation, the absence will be automatically 'unauthorised'.

Having read these notes, if you still wish to apply for a leave of absence for your child, please complete the form overleaf, together with a letter to the Headteacher stating why this absence should be considered as 'exceptional circumstances' and return to the Attendance Manager via pupilabsence@KJAR.org.uk.

I have read and understand the notes accompanying this application.

Name of Parent:

Signature:

Date of Application:

APPLICATION BY PARENT / CARER FOR CHILD'S LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME
(All Sections must be completed)

Surname of Student		First Name of Student	
Date of Birth		Year Group / Form	
Surname of Parent/ Carer		First Name of Parent / Carer	
Address of Student			
Postcode		Telephone Number	
Length of Absence			
Dates of absence	From	To	
Reason for Absence			
Does your child have a sibling for whom you are requesting absence in term time, in another school?			
If YES, please provide the name of sibling(s) and their school			
Parent/Carer Signature		Date	

Office Use Only:

Date received by school			
Authorised:	Unauthorised:	Proceed to PN:	Supporting Letter:
Signature of Headteacher			