APPLICATION FOR LEAVE OF ABSENCE

Missing school can disrupt a child's learning progression, as well as their ability to engage with peers and participate in ongoing projects. Parental support in maintaining regular school attendance is highly appreciated and can make a significant difference in a pupil's educational journey.

Parents/carers should obtain permission from the headteacher **before** taking a child out of school for leave during term time for **any reason**.

Absences taken without permission may be unauthorised by the school. Parents do not have the automatic right to insist that school absences are authorised, only the school may decide how to mark the register. Schools must take into account the statutory Department for Education (DfE) guidance when deciding whether to authorise a leave request. Schools can grant a leave of absence for exceptional circumstances at their discretion.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

Where absences are not authorised and meet the qualifying trigger (10 sessions (equivalent of 5 days) in a rolling 10 school-week period), schools **must** consider applying to the Local Authority (LA) for a penalty notice. Upon receipt of such an application, the LA may decide to either issue a penalty notice or institute other legal action (eg prosecution).

This form should be fully completed **by the parent with whom the child normally resides** and returned to school for consideration well in advance of the proposed leave and before committing to any expense. Once received the headteacher (or delegated person) will decide whether to approve the request, bearing in mind the current regulations and government guidance.

First name of child		Surname of child	
Date of birth		Year group	
First name of parent/carer		Surname of parent/carer	
Relationship to child			
Home address			
Postcode		Telephone number	

Provide details of any siblings at the school who you also wish to apply for leave for

First name of child	Surname of child	Date of Birth	Year Group

Length of absence (number of school days)		Destination (if applicable)	
Date of departure		Date due back in school	

UK emergency contact and telephone number	
Other emergency contact details (if leave is outside the UK)	

Provide information regarding the exceptional circumstances for leave.
(additional documents may be attached)

I confirm I am the parent with whom the child normally resides (tick) ☐

I confirm I have included any relevant information for consideration (tick) ☐

Parent/carer signature		Date	

SCHOOL SECTION

Date Received		Pupil Attendance %		Date discussed with parents (if applicable)	

The headteacher/authorised person has considered this leave request.

The outcome of the request is: (circle)

Not Approved	**Approved**	**Partially Approved**
Permission not granted	Permission granted	Some days to be authorised

If only some of the leave is to be approved, number of days which will be authorised ☐

Reason(s) for decision

Headteacher/appropriate person signature ☐

A copy of this form should be provided to the parent(s).

All parents should be individually notified in writing of the outcome of this request and <u>must</u> be notified in circumstances where a penalty notice will be requested.