APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME

Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school. As from 1st September 2013, the Education (Pupil Registration) (England) (Amendment) Regulations 2013 amended Regulation 7 to prohibit the proprietor of a maintained school from granting leave of absence to a pupil, except where an advance application has been made by the parent with whom the pupil normally resides, and the proprietor considers that there are exceptional circumstances relating to the application.

Taking your child out of school during term time could be detrimental to your child's educational progress. A pupil who takes 10 days absence will only attain 94.7% attendance in the year. 10 days absence also means the pupil will miss 50 hours of education. There is no entitlement to parents to take their child out of school during term time, however, you may apply to the school for leave of absence if you believe there are exceptional circumstances.

If the absence is not authorised and the holiday is taken, the case will be referred to the Missing Education and Child Employment Service who may issue a Penalty Notice for £120 (or £60 if paid within 21 days) to each parent for each child taken out of school.

Important: Please complete one application per child.

Name of Child	
DOB	
Class	
Date of first day absence	
Date of last day of absence	
Number of days requested	

Important: I confirm that a letter is attached outlining the 'exceptional circumstances' for which a leave of absence is being applied for. I acknowledge that it is entirely the decision of the Head Teacher whether or not the reason provided constitutes an exceptional circumstance. Furthermore, I also understand that failure to attach a letter will result in this application not being considered.

Signed	
Print name	
Relationship to child	
Date	

Please ensure supporting letter is clearly marked with child's name and class.

For school office use only

Attendance percentage prece4ding 12 weeks			
Number of sessions absence this academic year	Authorised	Unauthorised	Total