

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.

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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 s	siblings at the school v	- who you also w	rish to apply for le	ave for
First name of child		Surname of child		Date of Birth	Year Group

Length of absence (number of school day	s)		Destination (if applicable)					
Date of departure			Date due bac in school	k				
UK emergency conta telephone number	act and							
Other emergency co		ails						
Provide information (additional documents			circumstances fo	or leave.				
I confirm I am the pa	rent with	whom the child n	ormally resides	(tick)				
I confirm I have included any relevant information for consideration (tick)								
Parent/carer signatu	re				Date			
SCHOOL SECTION								
Date Received		Pupil Attendance %		ate discusse arents (if app				
The headteacher/a	uthorise	d person has co	nsidered this le	ave reques	it.			
The outcome of the	reques	t is: (circle)						
Not Approv Permission not g			proved ion granted		rtially Ap days to b	proved e authorised		
If only some of the le	ave is to	be approved, nui	mber of days wh	ich will be a	uthorise	d		
Reason(s) for decisi	on							
Headte	acher/ap	propriate person s	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 must be notified in circumstances where a penalty notice will be requested.