

## APPLICATION FOR LEAVE OF ABSENCE FROM MAINTAINED SCHOOLS

It is a legal requirement for parents/carers to obtain the permission of the Headteacher before removing their child from school in order to take **any** leave in term time. Parents **do not** have an automatic right to take their children out of school for leave during term time and may be issued with a Penalty Notice (£120 per parent per child) if they do so without prior arrangement with the Headteacher. **The legislation only allows the Headteacher to authorise such leave in exceptional circumstances.**

To apply for a child to be granted leave from school parents should **complete this form and return it to school for consideration well in advance of the proposed leave and before committing to any expense.** Upon receipt of a request the Headteacher will make a decision as to whether to authorise the absence, being mindful of government regulations and LA guidance. **It is important that, if you believe exceptional circumstances apply, you provide this information to school at the time of submitting this request.** Information submitted at a later date will not be considered. By definition, exceptional trips should not occur regularly.

Where school have concerns about the leave request, the Headteacher or their representative will arrange to meet with you to discuss your application. Please see overleaf for factors that may be taken into account by school when considering a request for leave.

**PARENTS' SECTION (NB application must come from the parent with whom the child normally resides)**  
(Please attach additional sheets if necessary)

Surname of child:  First name of child:

Date of Birth:  Year Group:

Surname of parent/carer:  First name:

Relationship to child:  Are there any siblings applying for leave?

Home address:

Postcode:  Telephone number:

Please provide information regarding the exceptional circumstances supporting this application for leave. (additional documents can be attached):

Length of absence:  Destination (if applicable):

Date of departure:  Date due back in school:

Emergency UK telephone contact name and number:  Other emergency contact details, if leave is outside the UK:

## Appendix A

### Employer Details

If you are stating work commitments as an exceptional reason for requesting leave, please complete this section and attach any evidence you have showing why leave cannot be taken during the school holidays.

|            |  |
|------------|--|
| Name:      |  |
| Address:   |  |
| Telephone: |  |

Parent/carer (with residence)  
signature:

Date of  
Application:

I confirm that I have included any relevant information for consideration (Y/N):

### **ADDITIONAL FACTORS FOR CONSIDERATION**

Pupils attend school for a maximum of 190 days each academic year. Regular attendance is vital for your child's educational progress. The Local Authority expects that all parents/carers ensure their children attend school whenever possible. Absence during school time is largely prohibited by regulation and hinders academic progress. Even in exceptional circumstances, the following factors may be taken into account when considering an application for leave:

- Will leave at this point in time be detrimental to the pupil's education?
- Will he/she miss any national tests or examinations?
- Is his/her attendance a cause for concern?
- Is the proposed absence during the month of September or any other transition period?
- Has he/she already had leave during term time this year?
- Did he/she have leave of absence during term time in the previous school year(s)?
- Does he/she have any absences which have been recorded as unauthorised this year?

### **SCHOOL SECTION**

Date application received:

Pupil's % Attendance:

Date of meeting with parent(s):  
(if applicable)

SIMS/STAR ethnicity code:

Gender of child:

|      |        |
|------|--------|
| Male | Female |
|------|--------|

About the request:  
(Please circle)

|                                                                                |     |    |
|--------------------------------------------------------------------------------|-----|----|
| Leave request approved?                                                        | Yes | No |
| Parent(s) informed of potential consequences of taking unauthorised leave?     | Yes | No |
| How many days leave have been requested?                                       |     |    |
| Parent(s) informed of potential consequences of failure to return on due date? | Yes | No |

Reason(s) for decision:

Number of previous  
applications granted:

Headteacher signature:

Date:

**Please return a copy of this form to the parent/carer after consideration.**

In cases where leave has been authorised by the school, parents/carers may wish to keep this letter of authorisation with them as evidence if they are challenged by an attendance/police officer during a truancy sweep.